

Office of Child Support Enforcement

Federal Offset Program

User Guide

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THE PURPOSE OF THIS DOCUMENT

The purpose of this *Federal Offset Program (FOP) User Guide* is to provide State IV-D Agencies with information about the technical aspects of establishing and maintaining the interfaces needed between their statewide automated systems and the FOP. Although the primary audience is the State IV-D Agency technical staff, this document provides basic information to assist State IV-D administrative, programmatic, and policy staff in understanding the functionality of the FOP. In brief, the User Guide provides the following:

1. an overview of the FOP
2. detailed information regarding FOP processing of state data
3. an explanation of FOP Pre-Offset Notices
4. an explanation of Financial Management Service (FMS) procedures
5. an explanation of Department of State (DoS) procedures
6. detailed information regarding FOP online processing
7. technical information for submitting and receiving data
8. guidance on the use of FOP data.

This document is divided into eight parts. The following descriptions summarize the objective and the information contained in each part.

Part 1, “Federal Offset Program Overview”, provides background information regarding the FOP, including an overview of the relevant laws and regulations. The objective of this part is to assist IV-D Agencies in understanding the FOP by providing a detailed overview of the Federal Income Tax Refund Offset Program, the Administrative Offset Program, the Passport Denial Program, and the Multistate Financial Institution Data Match (MSFIDM). For detailed policy information, refer to OCSE-AT-99-14.

Part 2, “Federal Offset System Processing”, describes FOP processing procedures and requirements, the transaction types transmitted by states to the Federal Office of Child Support Enforcement (OCSE), and the files and reports OCSE returns to the states. The objective of this part is to assist IV-D administrative, programmatic, and policy staff in understanding the functionality of the FOP and to provide the technical staff with an overview of the case transactions included in the FOP/state interface. This part provides examples of case transactions and discusses their data elements, their design, and the manner in which they move through the Federal Offset System. General information regarding case transaction record layouts is provided; actual layouts are found in Appendix E, “Input Record Specifications”, and Appendix F, “Output Record Specifications”.

Part 3, “Pre-Offset Notice”, provides an overview of the policy and requirements for FOP Pre-Offset Notices. The objective of this part is to provide information to assist states in understanding and producing the Pre-Offset Notices.

Part 4, “Financial Management Service”, describes the functions that Financial Management Service (FMS) performs. These consist of offsetting accounts, creating FMS Offset Notices, and processing collections and adjustments. The objective of this part is to provide IV-D

Agencies with an understanding of FMS-specific functions and of the interface between FMS and OCSE.

Part 5, “DoS Passport Denial Process”, describes the functions that DoS performs, i.e., Passport Denial processing functions. The objective of this part is to provide IV-D Agencies with an understanding of DoS-only functions and the interface between DoS and OCSE.

Part 6, “Online System Procedures”, describes FOP online functionality and processing requirements. This part discusses how to access, use, and exit the FOP Online System. This part also contains screen examples and the procedures for each screen. The objective of this part is to provide IV-D administrative, programmatic, and policy staff with an understanding of the functionality of the FOP Online System.

Part 7, “File Transmission”, provides detailed information on the method of data transmission to and from the FOP. The objective of this part is to provide detailed information for the successful transmission of data.

Part 8, “Security and Confidentiality”, discusses data access, privacy issues, and system security. The objective of this part is to provide IV-D Agencies with guidance on who may access the Federal Offset System data, and to review IV-D privacy and system security requirements.

The Appendices outline FOP requirements, describe codes and detailed record layouts, and present other information that will assist states in interfacing with the FOP.

FOR THE TECHNICAL STAFF

Portions of this user guide contain information that is likely to be more helpful to the technical staff than to the administrative, programmatic, and operational staff. The following list describes how these parts might be helpful:

Part 2, “Federal Offset System Processing”, describes the update process requirements and transaction types for input and output transactions. This part provides examples of processing issues and how they should be handled by the states.

Part 7, “File Transmission”, provides guidance about CONNECT:Direct and other transmission issues.

Appendix C, “Data Dictionary”, contains full descriptions of every field in the FOP’s input and output transaction records.

Appendix E, “Input Record Specifications”, presents separate input transaction records for each of the possible input actions and provides detailed field requirements.

Appendix F, “Output Record Specifications”, presents separate output transaction records for each of the possible output actions and provides detailed field requirements.

Appendix G, “Error Codes and Explanations”, presents all error codes, including the title of each error and a brief description.

PART 1: FEDERAL OFFSET PROGRAM OVERVIEW

1.0 FEDERAL OFFSET PROGRAM BACKGROUND

In 1981, the Federal Income Tax Refund Offset Program was enacted into law (refer to Section 2331, Public Law 97-35). Initially, this program was restricted to public assistance cases, and it enforced delinquent child support obligations by intercepting part, or all, of an obligor's Federal income tax refund. This program was expanded in 1984 to include enforcement of delinquent child support obligations in non-assistance cases.

The Debt Collection Improvement Act (DCIA) of 1996 (Public Law 104-134) was enacted into law on April 26, 1996. The primary purpose of the DCIA is to increase the collection of non-tax debt that is owed to the Federal government, and thus it has important implications for the collection of past-due child support obligations. DCIA allows past-due child support to be collected by intercepting part, or all, of certain Federal payments.

DCIA consolidates all debt collections, including Federal Income Tax Refund Offsets and Administrative Offsets, within the Department of the Treasury's Financial Management Service (FMS). All payments that are eligible for offset under DCIA, other than Federal income tax refunds, are categorized as Administrative Offsets.

DCIA was further strengthened by Executive Order 13019, "Supporting Families: Collecting Delinquent Child Support Obligations", dated September 26, 1998. This Executive Order requires the Secretary of the Treasury, in consultation with the Secretary of Health and Human Services (HHS), to develop and implement the procedures necessary to collect child support debts through Administrative Offset.

Section 370 of the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 (Public Law 104-193) amended the Social Security Act by adding subsection 452(k). This subsection became effective on October 1, 1997, and established the Passport Denial Program. Under this program, states certify obligors with an arrearage amount greater than the Federally-mandated threshold so they will be denied a U.S. passport upon application. Section 454(31) of the Act makes participation in the Passport Denial Program a IV-D State Plan requirement. All states are required to enact procedures to certify eligible individuals for Passport Denial, although they may exclude some eligible obligors from the remedy. States are also required to provide notice to individuals and to give them an opportunity to contest the delinquency determination. The legislation also provides for the revocation or restriction of U.S. passports that have already been issued, although currently the Department of State (DoS) only denies passports at the time of application or renewal.

PRWORA also requires each state to enact laws that enable IV-D agencies to conduct quarterly data matches with every financial institution that does business in their state to identify the financial accounts of delinquent obligors. To ease the burden on Multistate Financial Institutions (MSFI), i.e., those that do business in two or more states, the Child Support Performance and Incentive Act of 1998 (Public Law 105-200) created the Multistate Financial Institution Data Match (MSFIDM). MSFIDM provides MSFIs the option to coordinate with a single point of contact rather than to deal with each state separately. Under the law, states can grant OCSE the authority to be their agent in dealing with MSFIs that

select this option. Although they are handled as part of the Federal Offset Program (FOP), MSFIDM and the Passport Denial Program do not involve the interception of Federal payments. For detailed policy information, including legal citations, see OCSE-AT-99-14.

1.1 Introduction to the Federal Offset Program

OCSE, under the direction of HHS, has developed and implemented a single submission procedure to assist states with the collection of child support debts. This procedure includes four available remedies:

1. Federal Income Tax Refund Offset
2. Administrative Offset (vendor payments, Federal retirement payments, miscellaneous payments)
3. Passport Denial
4. MSFIDM.

This single submission process ensures that cases meet the appropriate eligibility criteria for the four remedies.

States can add new cases, update cases, and delete cases on a continuous basis through the Weekly Update Process. Refer to Section 2.1, “States to OCSE – Case Processing”, for detailed instructions.

1.1.1 FEDERAL INCOME TAX REFUND OFFSET PROGRAM

Congress enacted the Federal Income Tax Refund Offset Program to recover delinquent child support debts. In Temporary Assistance to Needy Families (TANF) cases, eligible obligors are those who owe at least \$150 in past-due child support.

In Non-TANF cases, eligible obligors are those who owe at least \$500 in past-due child support. In addition, the child must be a minor at the time of the offset. Non-TANF cases may not be submitted for Federal Income Tax Refund Offset if the child has reached the age of majority, even if the arrears accrued while the child was still a minor. The debt attributable to a particular child should be excluded from the tax offset remedy as of the date the child is no longer a minor, unless the child was determined to be disabled (under Title II or XVI) while still a minor and with a support order in effect.

The Federal Income Tax Refund Offset remedy involves the interaction of all State IV-D Agencies and three Federal Agencies – OCSE, FMS, and the Internal Revenue Service (IRS). All states must have, and use, procedures for Federal Income Tax Refund Offset in TANF cases, Non-TANF cases, and foster care cases that meet the criteria for submittal described in OCSE-AT-99-14.

1.1.2 ADMINISTRATIVE OFFSET PROGRAM

DCIA categorizes all payments that are eligible for offset, except Federal income tax refunds, as Federal Administrative Offsets. Participation by states in the Administrative Offset Program is optional. For a case to be eligible for administrative offset, the debt must be at least 30 days old and the arrearage amount must be at least \$25. The child does not have to be a minor. All cases that are eligible for Federal Income Tax Refund Offset are eligible for administrative offset. Both recurring and nonrecurring payments are eligible for administrative offset.

DCIA allows salaries, including Federal salaries, to be offset subject to limits that are set by the Consumer Credit Protection Act (CCPA). Refer to OCSE-AT-99-14, Section 5 for CCPA limits. Currently, the only Federal payments included in administrative offsets are:

- Vendor and miscellaneous payments (such as, but not limited to, expense reimbursement payments and travel payments), and
- Federal retirement payments.

Payments that are excluded or exempt from the Administrative Offset Program are listed in Section 5, “Administrative Offset Program” (Tables 1 and 2), of OCSE-AT-99-14. Eligible obligors are automatically submitted for administrative offset unless the state that certifies their arrearage amount excludes them using the appropriate exclusion indicator(s) (refer to Section 2.1.4.3.7, “Replace Exclusion Indicator(s)”).

1.1.3 PASSPORT DENIAL PROGRAM

Individuals who owe child support arrearage amounts in excess of the Federally-mandated threshold are automatically certified to DoS for Passport Denial unless the state certifying their arrearage amount excludes them from this remedy (refer to Section 2.1.4.3.7, “Replace Exclusion Indicator(s)”). States must provide notification to an obligor via the Pre-Offset Notice prior to submitting them to the Passport Denial Program. Obligor has the right to contest the delinquency determination with the state(s) that has certified them for the debt.

DoS notifies obligors upon denial of the passport application, and obligors must contact the state that certified them for the arrearage amount. Only the state that certified the obligor’s arrearage amount can remove that obligor from the Passport Denial Program. If more than one state certified the obligor for Passport Denial, all of the states must withdraw the individual from the program before a passport can be issued. The process of withdrawing an obligor from the Passport Denial Program takes an average of eight business days. When granted, a passport remains valid for 10 years, so it is crucial that states review each case carefully before withdrawing obligors from the Passport Denial Program.

Individuals are not automatically withdrawn from the Passport Denial Program if the arrearage amount for the case drops below the Federally-mandated threshold. The state must determine when an obligor can be removed from this program (refer to Section 5.2, “Releasing Individuals from Passport Denial”).

1.1.4 MULTISTATE FINANCIAL INSTITUTION DATA MATCH (MSFIDM)

In July 1999, MSFIDM began accessing the Federal Offset files on a weekly basis to select eligible obligors and match their account data with MSFI account data. Obligor are eligible and automatically submitted for MSFIDM unless the state(s) certifying their arrearage amount specifically excludes them from this remedy (refer to Section 2.1.4.3.7, “Replace Exclusion Indicator(s)”). The MSFIDM process then sends MSFI account matches to the states through the Federal Case Registry (FCR). Additional information on the MSFIDM process is found in the FCR Interface Guidance Document, V11.0, Part 10.1, “Multistate Financial Institution Data Match”.

PART 2: FEDERAL OFFSET SYSTEM PROCESSING

2.0 FEDERAL OFFSET SYSTEM PROCESSING OVERVIEW

At its inception, the Federal Offset System interfaced directly with the Internal Revenue Service (IRS). During that time, states submitted their certified caseload files once each year. In 1998, OCSE added additional remedies to the certification process (i.e., Administrative Offset and Passport Denial). The Multistate Financial Institution Data Match (MSFIDM) remedy was incorporated into the process in 1999.

In January 1999, the Federal Offset System was changed to interface with the Department of the Treasury's Financial Management Service (FMS). This transition enabled states to submit new cases and change existing cases on a weekly submission basis.

2.1 States to OCSE – Case Processing

States are required to submit a certification letter annually to OCSE verifying that all of the cases submitted during the upcoming year will meet OCSE requirements (refer to Appendix I, "Letters and Notices", Section I.1, "Annual Certification Letter"). Treasury regulations require states to notify OCSE of case deletions and of decreases in the amount of debt for cases that are referred for collection. HHS regulations require states to notify OCSE of increases in the amount of debt on an ongoing basis throughout the year. HHS regulations also require states to notify OCSE of any decrease in, or elimination of, an amount referred for collection by Federal Income Tax Refund Offset and/or by Administrative Offset on a regular basis. Due to the fact that all Federal remedies depend on the information that is maintained on the OCSE Master Files, it is imperative that states keep the information current.

2.1.1 FILES SUBMITTED TO OCSE

Each state submits two files to OCSE using CONNECT:Direct (C:D), the file transmission software for mainframe-to-mainframe data exchange. They are:

1. State/Local Contact Phone and Address File
2. Case Submission and Update File.

For more information regarding sending and receiving files using C:D, refer to Part 7, "File Transmission".

2.1.1.1 State/Local Contact Phone and Address File

States submit their state and/or local agency telephone and address information to OCSE on the State/Local Contact Phone and Address File. OCSE prints the telephone number, address, and local code from this file on Pre-Offset Notices to provide obligors with state contact information (refer to Section 3.2, "OCSE Issues Pre-Offset Notices"). FMS also prints this information on Offset Notices (refer to Section 4.2, "FMS Offset Notices").

To ensure that obligors are given the most current state and local contact information, states must send updates to OCSE whenever their information changes, or when new contacts are added. This is especially critical during the first quarter of the year, when the bulk of tax offsets occur. New local codes must be added to the State/Local Contact Phone and Address File before they are submitted on individual cases. If a local code that is submitted on an individual case is not found on the State/Local Contact Phone and Address File, the transaction may be rejected, or a default Local Code value may be used. Refer to Chart E-1, “Case Submission and Update Record Layout”, for information about how the local code that is submitted on a case is edited against the State/Local Contact Phone and Address File. Updates to this file must be submitted by Wednesday, 12:00 p.m., Eastern Time to be included in the Wednesday evening process.

For information regarding the required fields and their format, position, length, and validation criteria, refer to Chart E-3, “State/Local Contact Phone and Address Record Layout”.

2.1.1.2 Case Submission and Update File

The Case Submission and Update File is used by states to submit transactions to add, update and delete cases from the OCSE Master Files on a continuous basis. This file is processed in the Weekly Processing Cycle. Details about adding, updating and deleting cases are specified in Section 2.1.4, “Transaction Types”. For information regarding the required fields and their format, position, length, and validation criteria, refer to Chart E-1, “Case Submission and Update Record Layout”.

2.1.2 ONLINE TRANSACTION SUBMISSION

The Federal Offset Program (FOP) Online System is used by states to submit transactions on an individual basis. Transactions that are submitted online are included in the State’s Case Submission and Update File or the State/Local Contact Phone and Address File, as appropriate, and are processed with those batch files. States use the PComm Virtual Private Network (VPN) to access the FOP Online System on the SSA mainframe. The FOP Online System is normally available Monday through Friday, 9:00 a.m. – 5:00 p.m., Eastern Time. For more information about signing onto and using the FOP Online System, refer to Part 6, “Online System Procedures”.

2.1.3 WEEKLY PROCESSING CYCLE

The Weekly Processing Cycle includes the following events:

- On Monday, by 5:00 p.m., Eastern Time, OCSE collects the Weekly Case Submission and Update Files and online transactions that are received from the states.
- By Monday evening, OCSE validates the Case Submission and Update Files and performs immediate updates (refer to Chart 2-1, “Immediate versus Deferred Updates”).
- On Tuesday, OCSE forwards the weekly update data to FMS.
- By Thursday, FMS processes the OCSE weekly update data and returns error codes to OCSE for cases that are rejected.

- By Friday, OCSE performs deferred updates of data accepted at FMS (refer to Chart 2-1, “Immediate versus Deferred Updates”), and notifies the states of cases that have been rejected.

If OCSE receives a Case Submission and Update File from a state before Monday, 5:00 p.m. Eastern Time, it is included in that evening’s processing. If the file is received after 5:00 p.m. on Monday, it may be included in that evening’s processing. If it is not included in that evening’s processing, it is processed the following Monday.

OCSE applies some updates to its Master Files during Monday’s processing (these are immediate updates), and waits until FMS processing results are returned on Thursday before applying others (these are deferred updates). Chart 2-1, “Immediate versus Deferred Updates” defines which transactions are applied immediately, and which are deferred.

CHART 2-1: IMMEDIATE VERSUS DEFERRED UPDATES		
Type	Case Not At FMS	Case At FMS
Immediate Update	Add Case Name Change Address Change Case ID Change Delete Case Local Code Change Modify Arrearage Amount Replace Exclusion Indicator(s)	Name Change Address Change Case ID Change Delete Case Replace Exclusion Indicator(s)
Deferred Update	State Payment	Local Code Change Modify Arrearage Amount State Payment

OCSE notifies states of rejected transactions on the Rejected Case Submission and Update File. It is important that states process the Rejected Case Submission and Update File from OCSE, make necessary corrections, and resubmit the cases to OCSE. This ensures synchronization between state, OCSE, and FMS databases.

If some transactions are duplicated in the same Weekly Processing Cycle, the duplicates may be rejected based on update requirements outlined in Section 2.1.5.2, “Duplicate Transaction Records”.

2.1.4 TRANSACTION TYPES

A transaction is the specific procedure that is accomplished by each case record that is submitted to OCSE for processing. A transaction type is the specific letter code that identifies each transaction. Ten different transaction types are used to add new cases, update cases, and delete cases.

OCSE combines all State Case Submission and Update Files for a Weekly Processing Cycle and processes the records in the following order of transaction types:

- A Add/Recertify Case
- B Name Change
- Z Address Change
- C Case ID Change
- D Delete Case
- L Local Code Change
- M Modify Arrearage Amount
- R Replace Exclusion Indicator(s)
- S State Payment
- T Transfer for Administrative Review

Chart 2-2, “Input Fields Edited by Transaction Type”, and Chart 2-3, “Fields Added or Updated by Transaction Type”, detail which fields are edited and which are added or updated for each transaction type. Also refer to Chart E-1, “Case Submission and Update Record Layout”, for detailed field edit information.

CHART 2-2: INPUT FIELDS EDITED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	T	Z
Submitting State Code	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Local Code	✓	✓				✓					
Social Security Number (SSN)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Case ID											
Obligor Last Name (1st 4 chars)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Obligor First Name (1st char)	✓	✓	✓								
Arrearage Amount	✓	✓					✓		✓	✓	
Transaction Type	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Case Type Indicator	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Transfer State Code										✓	
Transfer Local Code											
Process Year									✓		
Obligor Address Line1	✓	✓									✓
Obligor Address Line2	✓	✓									✓
Obligor City	✓	✓									✓
Obligor State	✓	✓									✓
Obligor Zip Code	✓	✓									✓
Date Issued (state issues Pre-Offset Notice (PON))	✓	✓									
Exclusion Indicator(s)	✓	✓						✓			
Request Code							✓				

CHART 2-3: FIELDS ADDED OR UPDATED BY TRANSACTION TYPE											
	A (New)	A (Recertify)	B	C	D	L	M	R	S	T	Z
Submitting State Code	✓										
Local Code	✓	✓				✓					
SSN	✓										
Case ID	✓	✓		✓							
Obligor Last Name (whole name)	✓	✓	✓								
Obligor First Name (whole name)	✓	✓	✓								
Arrearage Amount	✓	✓			✓		✓		✓		
Transaction Type											
Case Type Indicator	✓	✓									
Transfer State Code										✓	
Transfer Local Code										✓	
Process Year									✓		
Obligor Address Line1	✓	✓									✓
Obligor Address Line2	✓	✓									✓
Obligor City	✓	✓									✓
Obligor State	✓	✓									✓
Obligor Zip Code	✓	✓									✓
Date Issued	✓	✓									
Exclusion Indicator(s)	✓	✓						✓			
Request Code							✓				

2.1.4.1 Add New Case/Recertify Case

To add a new case or to recertify a case, use Transaction Type ‘A’.

2.1.4.1.1 ADD CASE

(Transaction Type ‘A’)

This transaction creates a new case on the OCSE Master Files if one does not already exist. If a case was previously submitted to the FOP and certified to FMS, then deleted, the case is recertified.

A state must submit two separate cases for an obligor if the cases are of different types (i.e., Temporary Assistance to Needy Families (TANF) and Non-TANF). However, if an obligor has more than one TANF case, the arrearage amounts should be combined and submitted as one case. Similarly, multiple Non-TANF cases should be combined prior to submission.

When adding a new case or recertifying a case, states are encouraged to provide all of the necessary information on the Case Submission and Update Record (for a list of the fields that are edited, refer to Chart 2-2, “Input Fields Edited by Transaction Type”). Special attention should be given to the following fields:

- **Address fields** – the obligor’s current or most recent address (or address of record if required by state law or policy) should be provided (refer to Section 2.1.5.3, “Address Processing”).
- **Exclusion Indicator(s) field** – the exclusion indicators can only be set or removed using the Add Case or Replace Exclusion Indicator(s) transactions (refer to Section 2.1.4.3.7, “Replace Exclusion Indicator(s)”).

The Add Case transaction can be used in some situations to modify existing data on the OCSE Master Files. When adding a new case or recertifying a case for an obligor who already has an alternate Case Type on the OCSE Master Files, submission of a new name and/or address on the Add Case transaction will cause the name and/or address on the existing alternate case to be updated. Local Code, Case ID, Arrearage Amount, Date Issued and Exclusion Indicator(s) will be updated for the case being submitted; these data fields will not be updated for any alternate Case Type that already exists.

If all of the fields pass the edit validation processes, the case is added to or recertified on the OCSE Master Files (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

2.1.4.2 Delete Case

Cases are not physically removed from the OCSE Master Files. When a case is deleted in the Federal Offset System, it can be thought of as closed. A case is deleted by one of three methods:

1. The state submits a Delete Case transaction,

2. The state submits a Modify Arrearage Amount transaction with the arrearage amount set to zero (refer to Section 2.1.4.3.5, “Modify Arrearage Amount”), or
3. OCSE processes a collection that reduces the arrearage amount to zero (refer to Section 2.1.5.6, “Zero Balance Delete”).

2.1.4.2.1 DELETE CASE

(Transaction Type ‘D’)

When a case is deleted via a Delete Case transaction, the following apply:

- the Arrearage Amount is set to zero,
- the OCSE Debt Closed Date is set to the current processing date,
- the Status field is set to ‘Deleted’,
- a detail record is created to record the transaction,
- if applicable, the case is deleted at FMS, and the Delete Sent to FMS Date is updated,
- if applicable, the case is deleted at DoS, and the Withdrawal Date is updated.

State payments may still be reported against a case that has been deleted; all other updates will be rejected (refer to Section 2.1.4.3.8, “State Payment”).

Refer to Section 2.1.5.1.2, “Removal of Obligors/Cases from Remedies”, for additional information on the impact of deleting cases. Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when submitting a Delete Case transaction. If all of the fields pass the edit validation processes, the case will be deleted (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

2.1.4.3 Update Case

Eight transaction types are used to update cases:

- B Name Change
- Z Address Change
- C Case ID Change
- L Local Code Change
- M Modify Arrearage Amount
- R Replace Exclusion Indicator(s)
- S State Payment
- T Transfer for Administrative Review

Certain updates, such as “Change Case Type” and “MSFIDM-Only Case Processing”, require the execution of a combination of transaction types. Refer to Sections 2.1.4.3.10, “Change Case Type” and 2.1.4.3.11, “MSFIDM-Only Case Processing”, for processing details.

2.1.4.3.1 NAME CHANGE

(Transaction Type ‘B’)

This transaction updates the obligor’s name on the OCSE Master Files. If an alternate Case Type exists, it will also reflect the new name.

Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when updating the obligor’s name. If all of the fields pass the edit validation processes, the name will be updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

2.1.4.3.2 ADDRESS CHANGE

(Transaction Type ‘Z’)

This transaction updates the obligor’s address on the OCSE Address Master File. If an alternate Case Type exists, it will also reflect the new address. All addresses submitted for an obligor are stored.

Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when updating the obligor’s address. If all of the fields pass the edit validation processes, the address will be updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

2.1.4.3.3 CASE ID CHANGE

(Transaction Type ‘C’)

This transaction updates the Case ID field for the obligor on the OCSE Master Files. A Case ID Change transaction will be applied only to the case for which it is submitted.

Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when updating the Case ID. No edits will be performed on this field. Updates to this field are not sent to FMS or DoS.

2.1.4.3.4 LOCAL CODE CHANGE

(Transaction Type ‘L’)

This transaction updates the State/Local Code field for the obligor on the OCSE Master Files. The local code is used to provide state/local contact information to obligors on the OCSE-generated Pre-Offset Notices and FMS-generated Offset Notices (refer to Section 2.1.1.1, “State/Local Contact Phone and Address File”).

Because the local code is edited against the State/Local Contact Phone and Address File, new local codes must be added to the State/Local Contact Phone and Address File before they are submitted on individual cases. If a local code that is submitted on an individual case is not found on the State/Local Contact Phone and Address File, the transaction will be rejected. If spaces are submitted in the Local Code field, they will be replaced by zeros.

Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when updating the obligor’s local code. If all of the fields pass the edit validation processes, the local code will be updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

2.1.4.3.5 MODIFY ARREARAGE AMOUNT

(Transaction Type ‘M’)

This transaction updates the arrearage amount and processes request options (refer to Section 2.1.4.3.6, “Modify Arrearage Amount/Request Option” for specifics on available options). The arrearage amount is the total amount that is owed by an obligor for a Case Type. States are encouraged to send weekly Modify transactions to OCSE, even when there is no change to the arrearage amount balance in order to ensure that the most current balance is reflected for the case. Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when modifying the arrearage amount.

If any of the fields required for modifying the arrearage amount fail the edit validation processes, the entire transaction is rejected. If all of the fields required for modifying the arrearage amount pass the edit validation processes, the arrearage amount will be updated. If the case has been certified at FMS, the modified arrearage amount balance will be forwarded (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”). If the state submits a Modify transaction with an arrearage amount of zero, the transaction is processed as a delete (refer to Section 2.1.4.2.1, “Delete Case”). The detail record created reflects that the delete occurred as the result of a Modify transaction submitted with an arrearage amount of zero.

2.1.4.3.6 MODIFY ARREARAGE AMOUNT/REQUEST OPTION

In addition to updating the arrearage amount, the ‘M’ transaction may include a Request Option. The *Modify Arrearage Amount* function of the transaction is always given precedence over the *Request Option* function. If the *Modify Arrearage Amount* function fails the edit validation processes, the *Request Option* function is ignored, and the entire transaction is rejected.

Currently, the only valid request option is the Pre-Offset Notice (PON) Request. States can request that a PON be issued at any time for a particular case by submitting a ‘P’ in the Request Code field (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”). The following conditions must be met to process the PON Request:

1. OCSE must issue the Pre-Offset Notices for the state.
2. The case must have an address.
3. The obligor must have previously been issued a Pre-Offset Notice for the Case Type.
4. The case must not be an MSFIDM-Only case.

If the edit validation processes and the above conditions are met, then the Pre-Offset Notice is sent to the obligor for the specified case. If the case is still under the original hold period, the hold period will be recalculated from the new PON date. If the case has emerged from its

original hold period, the new PON date has no effect on its eligibility for enforcement remedies.

If the *Modify Arrearage Amount* function passed the edit validation processes, but the *Request Option* function failed, then the arrearage amount will be updated, and a warning code will be returned for the Request Option on the Rejected Case Submission and Update File (refer to Section 2.2.2, “Rejected Case Submission and Update File”).

2.1.4.3.7 REPLACE EXCLUSION INDICATOR(S)

(Transaction Type ‘R’)

This transaction adds, removes, or replaces exclusion indicators. Following are the current exclusion indicators:

ADM	exclude all Administrative Offsets (RET, SAL, VEN)
RET	exclude Federal Retirement Offset
VEN	exclude Vendor Payment/Miscellaneous Offset
SAL	exclude Federal Salary Offset (pre-set at FMS on all cases)
TAX	exclude Federal Income Tax Refund Offset
PAS	exclude Passport Denial
FIN	exclude MSFIDM
DCK	exclude Debt Check
Spaces	remove all existing exclusion indicators.

When the ADM exclusion indicator is used, all Administrative Offsets are excluded (i.e., RET, VEN and SAL). The SAL exclusion indicator is currently active on all cases at FMS, regardless of whether the state removes it.

The TAX exclusion indicator specifies that a case should be excluded from the Federal Income Tax Refund Offset remedy.

The PAS exclusion indicator specifies that a case should be excluded from the Passport Denial remedy.

The FIN exclusion indicator specifies that a case should be excluded from the weekly MSFIDM process.

The DCK exclusion indicator specifies that a case should be excluded from the FMS Debt Check program (refer to Section 4.4, “Debt Check”, for more information on the program).

Refer to Section 2.1.5.1, “Interagency Case Processing” for details about setting and removing exclusion indicators that affect the processing of cases at FMS and DoS.

Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when replacing exclusion indicators. If all of the fields pass the edit validation processes, the Exclusion Indicator(s) field will be updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

If a state wants to apply the same exclusion indicator(s) to an obligor's TANF and Non-TANF cases, the exclusion indicator(s) must be submitted for both cases.

Exclusion indicators may be submitted in any order. **When sending a Replace Exclusion Indicator(s) transaction, the Exclusion Indicator(s) field must include all exclusion indicators desired for the case, even if they have been sent before. If previously-sent exclusion indicators are not included in the transaction, they will be removed from the case (see Chart 2-4, "Exclusion Indicators Examples").**

CHART 2-4: EXCLUSION INDICATORS EXAMPLES			
Examples	OCSE Master File Before Transaction Type 'R'	Exclusion Indicators Submitted on Transaction Type 'R'	OCSE Master File After Transaction Type 'R'
1	Space Filled	FIN, PAS	FIN, PAS
2	VEN	VEN, PAS	VEN, PAS
3	ADM, TAX, PAS	TAX	TAX
4	RET, ADM	Space Filled	Space Filled
5	TAX	ADM, TAX, PAS	ADM, TAX, PAS

2.1.4.3.8 STATE PAYMENT

(Transaction Type 'S')

A state payment is reported when a state agency refunds money to an obligor because of an erroneous offset. A State Payment transaction is used in the following scenarios:

- A state-submitted case is certified erroneously, and an offset occurs.
- An incorrect arrearage amount is reported to OCSE, and an offset occurs.
- An obligor makes a payment resulting in a decrease in the arrearage amount owed, and an offset occurs before the update is processed.
- There is an audit/administrative review resulting in a decrease in the arrearage amount owed, and an offset occurs before the update is processed.

For additional information on scenarios that result in a state payment, refer to AT-99-14, Section 8, "Guidelines for Making State Payments".

Offsets that have been distributed to the custodial party are not to be reported as state payments, nor should they be reported on joint tax return cases if the non-obligated spouse is seeking a refund. The non-obligated spouse or taxpayer should be referred to the IRS for assistance (refer to Chart D-2, "Program Assistance", for IRS contact information). Instructions for non-obligated spouses who wish to file a claim are also provided in the Pre-Offset Notice.

State payments are reported to OCSE as the total accumulated payment amount, which is entered into the Accumulated Payment Amount field when submitting a State Payment

transaction (this field functions as the Arrearage Amount field when submitting an Add Case or Modify Arrearage Amount transaction). During a single processing year, if there is a discrepancy between the state payment amount originally reported for a case and the total state payment amount actually paid to the obligor, the Accumulated Payment Amount field should be revised to reflect the total paid to the obligor. This is true whether the amount paid to the obligor is over or under the amount originally reported. The following are examples:

1. An additional payment over the originally-reported state payment amount is returned to an obligor. If a state payment of \$150 is reported on a case, and the state refunds \$150 to the obligor plus an additional \$50 at a later date, the state should revise the Accumulated Payment Amount field to reflect the total paid out (i.e., \$200).
2. An incorrect state payment amount was initially reported. If a state initially reports an incorrect state payment of \$250, and then actually refunds only \$25, the state should revise the Accumulated Payment Amount field to reflect the total paid out (i.e., \$25).

State payments may still be reported after a case is deleted.

Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when submitting a state payment. If all of the fields pass the edit validation processes, the state payment amount will be updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

When submitting a state payment, the processing year of the offset is required. This ensures that the state payment is processed against offsets from the appropriate year. The State Payment transaction is accepted for current and prior years even if there is no offset on file at OCSE, or if the state payment amount is greater than the offset minus any adjustments that may have been made by FMS. This allows states to issue refunds based on an Offset Notice and to report a state payment accurately. However, if FMS has no record of an offset occurring after 1999, then FMS rejects the State Payment Record. FMS and OCSE do not adjust the arrearage amount when processing a State Payment transaction. **Therefore, it is very important that states submit a Modify Arrearage Amount transaction to reflect the state payment adjustment.**

2.1.4.3.9 TRANSFER FOR ADMINISTRATIVE REVIEW

(Transaction Type ‘T’)

This transaction is used to transfer a case to another state for administrative review. The Transfer State Code field and the Transfer Local Code field are required for this transaction.

Refer to Chart 2-2, “Input Fields Edited by Transaction Type”, for a list of the fields that are edited when transferring a case to another state. If all of the fields pass the edit validation processes, the Transfer State Code field and the Transfer Local Code field will be updated (for field edit information, refer to Chart E-1, “Case Submission and Update Record Layout”).

2.1.4.3.10 CHANGE CASE TYPE

(Transaction Type ‘D’ Followed by Transaction Type ‘A’, or Transaction Type ‘M’ Followed by Transaction Type ‘A’)

When data in the Case Type field changes from Non-TANF to TANF or vice versa, states should notify OCSE using the update process. A change in the Case Type may be achieved by submitting Transaction Type ‘D’ or Transaction Type ‘M’ with an arrearage amount of zero to delete the original case, followed by Transaction Type ‘A’ to add the alternate case.

To execute a Case Type switch, the Transaction Type ‘A’ for the alternate case must be processed at OCSE within 40 days of the OCSE Debt Closed Date that was posted on the original case, and within 365 days of the original case’s last Pre-Offset Notice date. It is acceptable to submit both transactions in the same Weekly Processing Cycle. When a Case Type switch occurs, if OCSE issues Pre-Offset Notices on behalf of the state, a new Pre-Offset Notice will not be generated, and the alternate case will not be subject to a new holding period. The last Pre-Offset Notice date and the Inception or Recertification date on the original case will be applied to the new alternate case; remaining time in the holding period (if any) will be calculated from the existing Pre-Offset Notice date.

If more than 40 days has elapsed since the deletion of the original record, or it has been more than 365 days since the issuance of the original case’s last Pre-Offset Notice, a Case Type switch will NOT occur. The alternate case will be added, and if OCSE issues Pre-Offset Notices on behalf of the state, a new Pre-Offset Notice will be generated for the case. The new case will be subject to the state-specified holding period for FMS and the 30-day holding period for Passport Denial, as calculated from the new Pre-Offset Notice date. See Chart 2-5, “Case Type Switch Rules”, for a breakdown of the rules that are applied to a case-type switch. Additional details for executing this process follow.

Non-TANF to TANF

- Submit a Delete Case transaction or a Modify Case transaction with an arrearage amount of zero for the Non-TANF case. This causes the case to be deleted at OCSE, and if appropriate, at FMS and/or DoS.
- Submit an Add Case transaction. The SSN must be the same as that on the Non-TANF case, the Arrearage Amount field must contain the current amount, and the Case Type Indicator field must be set to ‘A’ for TANF. The Non-TANF case is now a TANF case.

TANF to Non-TANF

This same process may be used to change a TANF case to Non-TANF by deleting the TANF case, and re-adding the case as Non-TANF.

CHART 2-5: CASE TYPE SWITCH RULES		
Case Closed Date	Pre-Offset Notice Date	Results
Less than 41 days from current date	Less than 366 days from current date	Case type switch. No Pre-Offset Notice.
Greater than 40 days from current date	Less than 366 days from current date	Not a Case Type switch. Pre-Offset Notice printed.
Greater than 40 days from current date	Greater than 365 days from current date	Not a Case Type switch. Pre-Offset Notice printed.
Less than 41 days from current date	Greater than 365 days from current date	Not a Case Type switch. Pre-Offset Notice printed.

2.1.4.3.11 MSFIDM-ONLY CASE PROCESSING

A case is defined as MSFIDM-Only when the FIN exclusion indicator is blank, and the ADM (or RET and VEN), TAX and PAS exclusion indicators have been set. A standard case is one in which at least one of the ADM (or RET and VEN), TAX or PAS exclusion indicators have been left blank.

OCSE does not issue Pre-Offset Notices for MSFIDM-Only cases, nor are they subject to a holding period. A case will remain ineligible for all remedies except MSFIDM as long as it is in MSFIDM-Only status.

When a case changes from MSFIDM-Only to standard, or vice versa, states should notify OCSE using the Update Process. States have the option of completing a switch to or from MSFIDM-Only in one processing cycle, or across multiple processing cycles (refer to Section 2.1.3, “Weekly Processing Cycle”).

Standard to MSFIDM-Only – Single Cycle

Submit a Replace Exclusion Indicator(s) transaction with only the TAX, PAS, and ADM (or RET and VEN) exclusion indicators set. The existing PON date for the case will be retained, and the case will remain active at OCSE. If the case is at FMS, it will be closed at FMS. If the obligor is at DoS, and the obligor has no other active cases from the state, the obligor will be deleted from DoS for the submitting state.

Standard to MSFIDM-Only – Multiple Cycles

1. Submit a Delete Case transaction or a Modify transaction with an arrearage amount of zero for the standard case. This causes the case to be deleted at OCSE. If the case is at FMS, it will be closed at FMS. If the obligor is at DoS, and the obligor has no other active cases from the state, the obligor will be deleted from DoS for the submitting state.
2. In a subsequent processing cycle, submit an Add Case transaction with only the TAX, PAS, and ADM (or RET and VEN) exclusion indicators set. The SSN must be the

same as that on the original standard case. The case has now been changed from standard to MSFIDM-Only.

MSFIDM-Only to Standard – Single Cycle

- PON date is less than one year old:
Submit a Replace Exclusion Indicator(s) transaction with any combination of exclusion indicators and/or spaces other than the existing TAX, PAS, and ADM (or RET and VEN). The existing PON date will be retained, and if OCSE issues Pre-Offset Notices for the state, no Pre-Offset Notice will be generated. If the PON date on the original MSFIDM-Only case is spaces or is greater than one year, the transaction will be rejected and returned to the submitting state (refer to Chart G-1, “Rejected Case Submission and Update Error Codes”), leaving the case as an active MSFIDM-Only case.
- PON date is spaces or is greater than one year old:
Submit an Add Case transaction. In this particular situation, the Add Case transaction does not have to be preceded by a Delete transaction. The Add Case transaction must replace the existing TAX, PAS, and ADM (or RET and VEN) exclusion indicators for the case with any combination of exclusion indicators and/or spaces. If OCSE issues Pre-Offset Notices for the state, a new Pre-Offset Notice will be generated, and the new case will be subject to the state-specified holding period for FMS and the 30-day holding period for Passport Denial, as calculated from the PON date. States may prefer this option when the PON date on the original MSFIDM-Only case is less than one year old and a new Pre-Offset Notice is desired.

MSFIDM-Only to Standard – Multiple Cycles

1. Submit a Delete Case transaction or a Modify transaction with an arrearage amount of zero for the MSFIDM-Only case. This causes the case to be deleted at OCSE. Because it is an MSFIDM-Only case, it does not exist at FMS or DoS.
2. In a subsequent processing cycle, submit an Add Case transaction with the appropriate exclusion indicators set. At a minimum, at least one of the RET, VEN, TAX, or PAS exclusion indicators must be left blank. The SSN must be the same as on the original MSFIDM-Only case. The case has now been changed from MSFIDM-Only to standard. If OCSE issues Pre-Offset Notices for the state, a Pre-Offset Notice will be generated, and the new case will be subject to the state-specified holding period for FMS and the 30-day holding period for Passport Denial, as calculated from the PON date.

2.1.5 GENERAL PROCESSING INFORMATION

This section provides various details regarding the processing of the Federal Offset System.

2.1.5.1 Interagency Case Processing

2.1.5.1.1 SUBMISSION OF OBLIGORS/CASES TO REMEDIES

FMS

OCSE automatically forwards a case to FMS for offset when the following conditions occur:

1. The state-defined holding period has been met (refer to Section 2.1.5.4, “The Holding Period”), and
2. The case is eligible for (i.e., not excluded from) at least one FMS remedy other than Debt Check, and
3. The \$25.00 minimum threshold has been met (refer to Section 1.1.2, “Administrative Offset Program”).

If a case is active at OCSE and FMS, and is then excluded from all remedies at FMS, the case will remain active at FMS, but will not be eligible for offset. If the arrearage amount falls below the eligible amount for either Federal Income Tax Refund Offset or Administrative Offset, but is not reduced to zero, the case remains active at FMS but is no longer subject to offset.

If a state participating in Debt Check does not exclude a case from Debt Check, but the case is excluded from all other FMS remedies (i.e., TAX, RET, VEN, and SAL), the case will not be forwarded to FMS unless one of the non-salary exclusions is removed.

DoS

OCSE automatically forwards an obligor to DoS for Passport Denial when the following conditions occur:

1. The Pre-Offset Notice was sent to the obligor 30 or more days before the current date (refer to Part 5.1, “Submitting Individuals for Passport Denial”), and
2. The obligor is eligible for (i.e., not excluded from) the Passport Denial Program, and
3. The arrearage amount for a single case or the combined arrearage amounts for a TANF and Non-TANF case from the same submitting state is greater than the Federally-mandated threshold.

If an obligor is subject to Passport Denial, and the single or combined arrearage amount falls below the Federally-mandated threshold, but is not reduced to zero, the case remains at DoS for Passport Denial. It is the state’s responsibility to exclude the case from Passport Denial if appropriate under state policy.

MSFIDM

OCSE automatically makes a case available to the MSFIDM process when the case is eligible for (i.e., not excluded from) MSFIDM.

2.1.5.1.2 REMOVAL OF OBLIGORS/CASES FROM REMEDIES

FMS

OCSE automatically closes a case at FMS when the following conditions occur:

1. The case was previously sent to FMS, and
2. The state submits a Delete Case transaction or a Modify Arrearage Amount transaction with an arrearage amount of zero.

DoS

OCSE automatically removes an obligor from Passport Denial when the following conditions occur:

1. The obligor was previously sent to DoS, and
2. The state submits a Delete Case transaction or a Modify Arrearage Amount transaction with an arrearage amount of zero,

or

The obligor is no longer eligible for (i.e., is excluded from) the Passport Denial Program. (If the obligor has both a TANF and a Non-TANF case from the same submitting state, both cases must be deleted and/or excluded from Passport Denial to ensure that the obligor is removed from the program.)

MSFIDM

OCSE automatically excludes a case from the MSFIDM process when one of the following conditions occurs:

1. The state submits a Delete Case transaction or a Modify Arrearage Amount transaction with an arrearage amount of zero, or
2. The case is no longer eligible for (i.e., is excluded from) MSFIDM.

2.1.5.1.3 INTERAGENCY NAME CHANGES

OCSE submits name changes to FMS and/or DoS, as appropriate. At FMS, the new last name is submitted, and the previous last name is stored as an alias. Up to 99 alias names can be stored at FMS for an obligor. At DoS, the new first and last names are submitted, and the previous first and last names are stored as an alias. Only the previous first and last names are stored at DoS as an alias.

2.1.5.2 Duplicate Transaction Records

OCSE will accept multiple Case Submission and Update Files from a state during a Weekly Processing Cycle (refer to Section 2.1.3, “Weekly Processing Cycle”). Periodically, duplicate transaction records are processed in the same Weekly Processing Cycle. There are two types of duplicate transaction records:

1. Partial duplicate transaction record:
Only the key data fields on the Case Submission and Update Record are identical. These fields are Transaction Type, Submitting State Code, SSN, and Case Type. A partial duplicate has different data in other fields (e.g., Arrearage Amount field). For a State Payment transaction, the Processing Year field must also be the same to be a partial duplicate transaction.
2. True duplicate transaction record:
All of the fields on the Case Submission and Update Record are identical.

The following are the possible duplicate transaction record-processing scenarios:

1. When *true* duplicate transaction records are submitted, only one of the records is processed. All other *true* duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File (refer to Chart F-1, “Rejected Case Submission and Update Record Layout”, and Chart G-1, “Rejected Case Submission and Update Error Codes”). The *true* duplicate transaction records may be on the same or different Case Submission and Update Files.
2. When *partial* duplicate transaction records are submitted on the same Case Submission and Update File, all *partial* duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File. In this instance, it is not possible to determine which transaction record on the file is the most current.
3. When *partial* duplicate transaction records are submitted on *different* Case Submission and Update Files, the *partial* duplicate transaction record on the most current file received is processed. All other *partial* duplicate transaction records are rejected and returned to the state on the Rejected Case Submission and Update File (refer to Chart F-1, “Rejected Case Submission and Update Record Layout”, and Chart G-1, “Rejected Case Submission and Update Error Codes”). In this instance, OCSE assumes that the most recent file submitted contains the most current transaction record to be processed.

2.1.5.3 Address Processing

States are required to provide an obligor’s current address (or address of record if required by state law or policy) on all Add Case transactions that are submitted on the Case Submission and Update File. This address is necessary to satisfy due process requirements. FMS needs an address to generate its Offset Notice, regardless of whether a state or OCSE issues the Pre-Offset Notice. When a complete address is submitted on an Add Case transaction, it is added

to the OCSE Address Master File. If an alternate Case Type exists, the submitted address will apply to it as well.

If a state issues its own Pre-Offset Notices and does not provide an obligor's address (or provides an incomplete address) when submitting an Add Case transaction, OCSE attempts to obtain the address. If no address is found, a warning code is generated for the state (refer to Section 2.2.2, "Rejected Case Submission and Update File", and Chart G-2, "Rejected Case Submission and Update Warning Codes"), and the case will be forwarded to FMS. However, an offset will not occur unless FMS is able to get a valid address from the payment record.

If OCSE issues the Pre-Offset Notices and a state does not provide an obligor's address (or provides an incomplete address) when submitting an Add Case transaction, OCSE attempts to obtain the address.

OCSE attempts to find obligor addresses in the following manner:

- For a new or recertified case, OCSE attempts to obtain the address from the OCSE Address Master File, as it is possible that the obligor already has an existing alternate case in the same state with a valid address, or an existing case in another state with a valid address. If an address is found for the same state, no further processing is required. If an address is found from another state, the out-of-state address is added for the current submitting state and is forwarded with the case when it is sent to FMS.
- If the address is not found on the Address Master File, then OCSE attempts to obtain the address from the National Directory of New Hires (NDNH). If the obligor's address is found on the NDNH Unemployment or New Hire file, it is placed on the OCSE Address Master File for the current submitting state and forwarded with the case when it is sent to FMS. If OCSE issues the Pre-Offset Notice, the address is used on the obligor's Pre-Offset Notice.
- If the address is not found on the NDNH, OCSE forwards a request to the IRS. If the obligor's address is found on the IRS taxpayer file, the IRS sends the address back to OCSE, and it is placed on the OCSE Address Master File for the current submitting state and forwarded with the case when it is sent to FMS. If OCSE issues the Pre-Offset Notice, the address from the IRS is used on the obligor's Pre-Offset Notice. If the state submits an address before the IRS returns an address to OCSE, the state-submitted address will take precedence over the IRS address. The state-submitted address will be used on the Pre-Offset Notice, and forwarded with the case when it is sent to FMS.
- If the address is not on the IRS taxpayer file, OCSE forwards the obligor's SSN to the Social Security Administration (SSA) in an attempt to obtain a corrected SSN. If SSA finds a corrected SSN, it returns the corrected SSN to OCSE. OCSE then returns the Add Case transaction record to the state on the Unaccountable Missing Address File with the corrected SSN. If a corrected SSN is not found, OCSE returns the record on the Unaccountable Missing Address File as it was submitted. If OCSE issues the Pre-Offset Notices, cases returned on the Unaccountable Missing Address File are not issued a Pre-Offset Notice, and are therefore not certified at OCSE. These cases should be reviewed by the state and submitted again with either an address or a

corrected SSN. If the state issues the Pre-Offset Notices, cases returned on the Unaccountable Missing Address File are forwarded to FMS.

States are notified of these cases when an address cannot be found on the Unaccountable Missing Address File (refer to Section 2.2.1, “Unaccountable Missing Address File”).

Addresses submitted for update using the Address Change transaction must be complete. Incomplete addresses on the ‘Z’ transaction will be rejected, and no address search process will occur (refer to Chart G-1, “Rejected Case Submission and Update Error Codes”).

2.1.5.4 The Holding Period

All new and recertified cases that are eligible to be sent to FMS are subject to the current state-defined holding period used to meet due process requirements. Federal law requires holding a case for a minimum of 30 days; the state may define its holding period as 30, 45, 60 or 90 days. The holding period is calculated from the date that a Pre-Offset Notice was sent to the obligor. Regardless of whether OCSE or the submitting state issues the Pre-Offset Notices, cases are held from submission to FMS for the time specified by each state in its Annual Certification Letter (refer to Section I.1, “Annual Certification Letter”). A state may request a change in its holding period at any time during the year by contacting Federal Collections and Enforcement (refer to Chart D-2, “Program Assistance”).

The holding period for Passport Denial is 30 days from the date that the Pre-Offset Notice was sent to the obligor.

A case that is MSFIDM-Only has no holding period.

2.1.5.5 Name Processing

To ensure the maximum number of offsets, OCSE edits the Obligor Last Name field based on the edit process used by FMS. The first four positions of the field must contain alphanumeric characters; no embedded spaces or special characters, except a hyphen, can be present. Trailing spaces are allowed (e.g., ‘Lee ’). When the name is submitted to FMS, these first four positions are used to match against its payment and alias name files. If a match is found, and the SSNs also match, an offset can occur. FMS does not use the Obligor First Name field or the remaining portion of the last name in its match process.

DoS employs a more extensive name match process for Passport Denial. When an applicant submits a request for a passport, the entire name provided on the form is matched against the database of names that is provided by OCSE. Any additional information that is put into the first or last name field that is not actually part of the name (i.e., “Smith AKA Jones”), will prevent a match from occurring at DoS. For the Obligor First Name field, initials and nicknames should be avoided whenever possible. Any spacing in the first or last names should also be submitted exactly (excluding any spaces embedded in the first four positions of the last name). For example, if “Mary Jane” is the obligor’s first name, a match will not occur if the name is submitted as “Maryjane”. In summary, a correct submission of the obligor’s first

and last names increases the likelihood that both offsets and Passport Denials will be processed accurately.

2.1.5.6 Zero Balance Delete

A Zero Balance Delete occurs when an FMS offset brings the balance on a case to zero on the OCSE Master File. This deletes the case at OCSE, and at DoS, if appropriate. It remains open at FMS so if a payment offset is reversed, the case will be eligible for offset again. Cases deleted by this method have a 45-day processing window during which the states can update and/or reopen the case at OCSE using the standard update process, rather than having to recertify the case. States may choose to close the case at FMS to ensure that no future collections can be processed by submission of a Delete Case transaction (refer to Section 2.1.4.2.1, “Delete Case”), or a Modify transaction with the arrearage amount set to zero (refer to Section 2.1.4.3.5, “Modify Arrearage Amount”).

The 45-day window is calculated from the OCSE Debt Closed Date, which is the date that OCSE processed the FMS offset that brought the balance to zero. Within 45 days of deletion at OCSE due to an offset, the state can take the following actions against the case:

- Submit a valid Modify transaction with an arrearage amount other than zero.
 1. The case will be reopened.
 2. The OCSE Debt Closed Date will be set to spaces.
 3. A detail record will be created to record that the case was reopened using a Modify transaction.
 4. A new holding period will not be imposed.
 5. A new Pre-Offset Notice will not be created for the case if OCSE processes the state’s notices. If the state wants to issue a new Pre-Offset Notice, the Request Code of ‘P’ should be included on the Modify transaction (refer to Section 2.1.4.3.6, “Modify Arrearage Amount/Request Option”); a detail record will be created to record the arrearage amount change and the PON request.
- Submit a valid Update Case transaction other than Modify Arrearage Amount (such as Name Change, State Payment, Local Code Change, etc.) (refer to Section 2.1.4.3 “Update Case”).
 1. The transaction will be accepted and used to update the case.
 2. The case will remain deleted.
- Submit a valid Add Case transaction (refer to Section 2.1.4.1.1, “Add Case”).
 1. The standard Add New Case/Recertify Case transaction process will occur.
 2. A Pre-Offset Notice will be required.
 3. The appropriate holding periods will be observed.
- Submit a valid Delete Case transaction or a Modify transaction with an arrearage amount of zero.
 1. The standard Delete Case transaction process will occur.
 2. The OCSE Debt Closed Date will be reset to the current processing date.
 3. The case will be closed at FMS.
 4. The Date Delete Sent to FMS will be populated.

5. The 45-day processing window will be closed, regardless of the number of days remaining, and any subsequent Delete or Update transactions submitted for the case, other than a state payment, will be rejected.

If the case is not reopened, recertified or deleted during the 45-day period, the case remains deleted. A valid Add Case transaction submitted after this point will process as described above; any Update Case transactions, other than a valid state payment, will be rejected. A Delete Case transaction or Modify transaction with an arrearage amount of zero will process as described above; any subsequent attempts to delete the case will be rejected.

To assist states in determining when an offset has caused a Zero Balance Delete to occur, OCSE includes a Zero Balance Delete Indicator in position 226 of the Collection and Adjustment Record (refer to Chart F-4, “Collection and Adjustment Record Layout”). OCSE transmits these records to the state via the bi-weekly collection files. If the collection record is for an offset that deleted the case at OCSE, the indicator is a ‘Y’. For all other offsets and all reversals, the indicator is an ‘N’.

2.1.6 PROCESSING BANKRUPTCIES

When an obligor declares bankruptcy, special steps must be taken to ensure that administrative offsets are no longer processed against any cases for that obligor. Currently, OCSE receives notification of bankruptcies from FMS. Additionally, the state may receive bankruptcy notifications. The following procedures have been developed to handle bankruptcy notifications as efficiently as possible, while maintaining the integrity of case data on the OCSE, FMS, DoS, and state databases.

2.1.6.1 FMS Sends Bankruptcy Notifications to OCSE

If FMS receives a bankruptcy notification within a year of a bankruptcy filing, it sends the bankruptcy notification to OCSE.

Upon receipt of a bankruptcy notification, OCSE uses the Online System to create an ‘R’ Transaction Type for the case (refer to Section 6.3.2.5, “Replace Exclusion Indicator(s)”). The ADM Exclusion Indicator is submitted on the ‘R’ Transaction Type, with any other exclusion indicators that already existed for the case (PAS, TAX and/or FIN). If the obligor has TANF and Non-TANF cases, this process is followed for both cases. The ‘R’ Transaction Type is captured during the next Weekly Processing Cycle (refer to Section 2.1.3, “Weekly Processing Cycle”). If a case is closed on OCSE’s system, no action is taken.

OCSE sends a letter to the states informing them of obligors in their jurisdiction who have filed for bankruptcy (refer to Section I.4, “Bankruptcy Notification Letter”). OCSE attaches a list of the names and SSN’s of the obligors, and indicates which exclusion indicators are set for each case. Copies of any additional paperwork received from FMS are also included. A state should set the appropriate exclusion indicators in their own system to mirror the OCSE and FMS databases.

OCSE keeps a file of all bankruptcy-related correspondence that is received from FMS and sent to the states.

2.1.6.2 State Receives Bankruptcy Notifications

When a state receives a bankruptcy notification, OCSE recommends that the state immediately use the Online System to create an 'R' Transaction Type for the case (refer to Section 6.3.2.5, "Replace Exclusion Indicator(s)"). The 'R' Transaction Type should contain the ADM Exclusion Indicator along with any other exclusion indicators that already existed for the case (PAS, TAX and/or FIN). The state should contact its IV-D attorney if there are any questions about which Federal remedies can be enforced while the case is in bankruptcy.

2.1.6.3 OCSE Receives Bankruptcy Dismissal/Discharge Notification

OCSE sends a letter to the states that informs them of obligors in their jurisdiction whose cases have been dismissed/discharged (refer to Appendix I, Section I.5, "Bankruptcy Dismissal Letter"). OCSE attaches a list of the names and SSNs of the obligors, and indicates which exclusion indicators are set for each case. Copies of any additional bankruptcy paperwork received by OCSE will be included.

When an obligor completes the bankruptcy process, it is the responsibility of the state to remove the ADM Exclusion Indicator, if appropriate (refer to Section 2.1.4.3.7, "Replace Exclusion Indicator(s)").

2.2 OCSE to States – Error Reporting

OCSE returns to states the following two files, which contain error records:

1. Unaccountable Missing Address File.
2. Rejected Case Submission and Update File.

Refer to Appendix F, "Output Record Specifications", for a complete description of these files.

2.2.1 UNACCOUNTABLE MISSING ADDRESS FILE

The Unaccountable Missing Address File contains Add Case transactions that were submitted to OCSE without the obligors' complete address information, and OCSE was unable to obtain the address. If OCSE issues the Pre-Offset Notices, cases that are returned on the Unaccountable Missing Address File were not issued a Pre-Offset Notice, and are therefore not eligible for certification. These cases should be reviewed by the state and submitted again with either an address or a corrected SSN.

If the state issues the Pre-Offset Notices, cases returned on the Unaccountable Missing Address File were accepted and forwarded to FMS and DoS, when eligible. Returned Add Case records may contain an alternate SSN in the Corrected SSN field as a result of the address search process; the state should review these records to determine if they should be

resubmitted with the new SSN. Refer to Section 2.1.5.3, “Address Processing” for additional information.

2.2.2 REJECTED CASE SUBMISSION AND UPDATE FILE

A record returned to a state on the Rejected Case Submission and Update File indicates that either OCSE or FMS did not accept the transaction, or a condition was found that generated a warning. Records that are submitted to OCSE on the Case Submission and Update File must pass edit validation processes at both OCSE and FMS. If either OCSE or FMS identifies a fatal error, the record, as submitted, is returned to the state on the Rejected Case Submission and Update File. No processing occurs at OCSE or other agencies for that record. If OCSE identifies a lesser problem in a record, the record is accepted and processed to the extent possible. The record is also returned to the state, as submitted, on the Rejected Case Submission and Update File with a Warning code(s). For example, an Add Transaction missing address information is still processed, but the state is warned that it did not supply the address.

Error and Warning codes are used on this file to identify the reason(s) that a submitted record was rejected or found deficient (refer to Chart G-1, “Rejected Case Submission and Update Error Codes”, and Chart G-2, “Rejected Case Submission and Update Warning Codes”). Up to six codes may be listed in the Error Code Field for a rejected transaction. However, it is possible for a Rejected Case Submission and Update Record to contain more errors than are listed in the Error Code Field. The rejected records should be reviewed by the state. If necessary, they should be corrected and resubmitted to OCSE on the next Case Submission and Update File. This ensures that both OCSE and FMS have the most current information.

The Rejected Case Submission and Update Control Record is included on the Rejected Case Submission and Update File. The Control Record identifies:

- the total number of submitted records that passed the edit validation processes,
- the total number of submitted records that failed, and
- the total number of warning records that were sent back to the state for each Case Type.

If all of the submitted records passed, the state receives the Control Record only. If one or more of the submitted records failed or received warnings, the Control Record is the last record on the file.

The following can be deduced from the control record:

- The sum of the TANF records rejected, Non-TANF records rejected, TANF warning records and Non-TANF warning records on the control record equals the total number of records on the Rejected Case Submission and Update File.
- The sum of the TANF records accepted, TANF records rejected, Non-TANF records accepted, and Non-TANF records rejected equals the total number of case transaction records that the state submitted to OCSE.

- If a state submits more than one file in the same cycle, or if it submits transactions using the online system in addition to file(s), only one reject file is returned. Therefore, the sums identified above include all transactions that were submitted by a state for that cycle, regardless of the submission method.

2.2.3 WEEKLY UPDATE REPORT

A Weekly Update Report accompanies the Rejected Case Submission and Update File, and is generated from the data in that file. This report provides a summary of the number of records submitted, accepted, and rejected, and the number and type of different error and warning codes encountered during processing of the state's transactions for that week. Refer to Section J.8, "Weekly Update Report", for an example of this report.

2.3 OCSE to States – Collection and Adjustment Reporting

FMS sends a collection file to OCSE once each week. Every two weeks, OCSE accumulates the weekly information, splits it by state, and rolls it into Collection and Adjustment Files that are forwarded to the states. The file notifies each state of the collections and adjustments that have occurred for the state during a given two-week period. Other critical information about the collections is also provided on this file, such as the type of offset, the Joint Return Indicator, and the corresponding Injured Spouse Indicator (if applicable). Refer to Chart F-4, "Collection and Adjustment Record Layout", for a complete description of this file. Also, refer to Chart D-3, "Online Resources", "OCSE Web Sites", for a link to the FOP Annual Collection Schedule.

2.3.1 COLLECTION AND ADJUSTMENT REPORTS

From the information on the Collection and Adjustment Files, the following reports are generated and sent to the states:

1. Federal Offset Collections Technical Content Correspondence (TCC) (hard copy)
2. OCSE Federal Offset Net Check Amount Report (hard copy and C:D)
3. Federal Offset Collection Report (C:D)
4. Statement of Service Fee Report (C:D)
5. Name Discrepancy Report (C:D)
6. Federal Offset Fee Reimbursement TCC (hard copy)
7. Federal Offset Fee Reimbursement Report (C:D)

Refer to Appendix J, "Sample Reports", for examples.

2.3.1.1 Federal Offset Collections Technical Content Correspondence

The Federal Offset Collections TCC is sent, as hardcopy, to all Federal Offset state coordinators. This correspondence summarizes the national net collection total for a given period for Federal Income Tax Refund Offsets and Administrative Offsets. The national year-

to-date net collection totals and the national year-to-date total number of offsets are also reported in the letter. The OCSE Federal Offset Net Check Amount Report is also sent, as hardcopy, in an attachment to this letter.

2.3.1.2 OCSE Federal Offset Net Check Amount Report

The Federal Offset Net Check Amount Report is sent to all states in both hardcopy and electronic form. The hardcopy version is sent as an attachment to the Federal Offset Collections TCC.

The report provides the net check amount total for each state. It also identifies:

- the total number of offsets (Federal Income Tax Refund and Administrative),
- the total collection amount,
- the total service fee amount,
- the total adjustment amount, and
- the total number of records adjusted for each state.

The net check amount is equal to the total collection amount minus the total adjustment amount minus the service fee amount. Grand totals for each category are provided.

2.3.1.3 Federal Offset Collection Report

The Federal Offset Collection Report is sent to each state electronically. The report is divided into TANF and Non-TANF cases. The report provides prior year adjustment information and summarizes:

- the total number of cases being offset,
- the total amount collected,
- the total service fees,
- the total number of adjustments, and
- the total amount adjusted for the period being reported.

2.3.1.4 Statement of Service Fee Report

The Statement of Service Fee Report is sent to each state electronically. It identifies the total number of cases in the state that received a Federal Income Tax Refund Offset, and the total number of cases that received an Administrative Offset. The report summarizes the service fees for the period being reported.

2.3.1.5 Name Discrepancy Report

The Name Discrepancy Report is sent to each state electronically. Obligor's whose monies have been offset are listed by their names as they appeared on their Federal income tax returns. This information may also be found on the Collection and Adjustment File that is forwarded by C:D to the states.

2.3.1.6 Federal Offset Fee Reimbursement Technical Content Correspondence

The Federal Offset Fee Reimbursement TCC is sent as hardcopy to all Federal Offset state coordinators. This correspondence describes the situations that will cause an offset fee to be reimbursed. A hardcopy summary of the Offset Fee Reimbursement Report is also sent as an attachment to this letter.

2.3.1.7 Federal Offset Fee Reimbursement Report

The Federal Offset Fee Reimbursement Report is sent to all states in both hardcopy and electronic form. The hardcopy version is sent as a summary attachment to the Federal Offset Fee Reimbursement TCC. When FMS processes a reversal against a collection that occurred after January 1999, the offset fee may be returned to the state. Reimbursements of service fees for reversals are processed on a quarterly basis. States are furnished a detailed report electronically that provides a breakdown of the individual cases.

2.3.2 MONEY TRANSFER TO THE STATES

OCSE, through the Program Support Center (PSC), transfers funds to each state via Electronic Funds Transfer (EFT). Each state is responsible for providing its banking information to PSC so funds can be directly deposited (refer to Chart D-1, “Technical Assistance”, for contact information). This banking information must be resubmitted only if there are changes with the state’s financial institution (e.g., the ABA routing number changes). Refer to Section 4.3, “FMS Collections”, for more information about money transfer to the states.

The dollar amount that is deposited to a state account from collections equals the state’s total collections for the month minus any adjustments and service fees. The EFT occurs approximately one week after the states receive their Collection and Adjustment Files.

The dollar amount that is deposited to a state account when offset fees are returned equals the total fee reimbursement for tax offsets plus the total fee reimbursement for Administrative Offsets. The EFT occurs on or around the 15th of the month that the Federal Offset Fee Reimbursement Report is distributed.

2.4 OCSE/State Case Reconciliation

2.4.1 OCSE-TO-STATE RECONCILIATION

States may request a reconciliation file from OCSE, as needed, to ensure that their data is synchronized with the OCSE Master Files. To receive a Case Reconciliation File, states must submit a written request to Federal Collections and Enforcement (refer to Chart D-1, “Technical Assistance”, for the e-mail address). The body of the written request must contain the following information:

- State name
- Requestor’s name
- Requestor’s phone number

- Extract date (Fridays only)
- File dataset name

The files are distributed to the states electronically via C:D. OCSE has established a C:D process for each state to receive a Case Reconciliation File.

A Case Reconciliation File is a snapshot in time of all active cases for the state on the OCSE Master Files. The reconciliation extract process is run early Friday to ensure that all case updates and collections have been posted to the Federal Offset System. Therefore, the requested extract date should always be a Friday. OCSE recommends that states use the following process when reconciling their data:

Pre-Reconciliation:

1. Suspend transmittal of Case Submission and Update Files to OCSE.
2. Submit a written request for a Caseload Reconciliation File to Federal Collections and Enforcement by Thursday, 12:00 p.m., Eastern Time
3. Process all outstanding reject and collection files.

Reconciliation:

1. Process the Case Reconciliation File; compare the records on the Caseload Reconciliation File to the records stored on the state's system to identify any discrepancies in the case data.
2. Generate the appropriate transactions (refer to Section 2.1.4, "Transaction Types").

Post Reconciliation:

1. Process the Rejected Case Submission and Update File.
2. Resume regular transmittal of Case Submission and Update Files to OCSE.

2.4.2 STATE-TO-OCSE RECONCILIATION

States may submit a State Caseload File to OCSE as needed to ensure that case data at OCSE, FMS and DoS are synchronized with case data on the state's system. While some states opt to perform this reconciliation during the Annual Certification Process, it is available at any time. States must contact Federal Collections and Enforcement (refer to Chart D-1, "Technical Assistance" for contact information) to coordinate processing of a State Caseload File. The following activities are required for processing a State Caseload File:

- The State Caseload File is submitted by the state using the Case Submission and Update Record Layout (for field edit information, refer to Chart E-1, "Case Submission and Update Record Layout"). The transaction type for each record must be 'A' or space. The State Caseload File is submitted in lieu of the standard weekly Case Submission and Update File.

- OCSE will run the file through a front-end process (called the “Pre-Processor”) to compare case data on the state’s file to case data on the OCSE Master Files.
- Based upon the results from the Pre-Processor, the following transactions will be generated:
 1. If the case is new or re-certified, an Add (A) transaction will be created.
 2. If the case is being updated, the Pre-Processor will create the appropriate transaction(s):
 - B – Name Change,
 - Z – Address Change,
 - C – Case ID Change,
 - L – Local Code Change,
 - M – Modify Arrearage Amount, or
 - R – Replace Exclusion Indicator(s).If there are multiple changes to an active case (e.g., arrearage amount and exclusion indicators), multiple transactions will be created for the same case (e.g., ‘M’ and ‘R’).
 3. If a case is active on the OCSE Master Files and is not on the State Caseload File, a Delete Case (D) transaction will be created.
- The OCSE-generated transactions will be submitted in the normal Weekly Processing Cycle and forwarded to FMS and/or DoS, as appropriate.
- Errors from the Weekly Update Processing Cycle will be returned to the state on the Rejected Case Submission and Update File with the OCSE-generated transaction that produced the error. For example, the Pre-Processor determines that a transaction from the State Caseload File is changing the obligor’s last name for an existing case, and it generates a ‘B’ transaction record for the case. The normal Weekly Processing Cycle then detects an error for the ‘B’ transaction. The OCSE-generated ‘B’ transaction record, as opposed to the state’s originally submitted transaction, will be returned to the state on the Rejected Case Submission and Update File with the related error code.

PART 3: PRE-OFFSET NOTICE

3.0 PRE-OFFSET NOTICE OVERVIEW

Obligors must be notified in writing before their cases can be submitted to Financial Management Service (FMS) for offset. This written notification is known as the Pre-Offset Notice (PON). Pre-Offset Notices must be issued for all new cases within the Federal Income Tax Refund Offset Program, the Administrative Offset Program, and the U.S. Passport Denial Program. The decision about how often to issue Pre-Offset Notices is a state policy decision. However, OCSE strongly recommends that states send notices to obligors at least annually.

A state may issue its own Pre-Offset Notices, or it may request that OCSE issue them. A state indicates this preference in the Annual Certification Letter (refer to Section I.1, “Annual Certification Letter”, for a sample). The Annual Certification Letter must be submitted by states to verify to OCSE that every case they submit to OCSE, and any Pre-Offset Notices they may issue, meet the Federal legal requirements. The Annual Certification Letter also confirms that the state has verified all obligor addresses submitted.

3.1 State Issues Pre-Offset Notices

Confirmation that the state-issued Pre-Offset Notices meet all requirements is addressed in the Annual Certification Letter by item 4 of the collection certification section and item 3 of the passport denial certification section. If a state elects to print its own Pre-Offset Notices, it would check “No” in item 3 of the collection certification section, “We request that OCSE mail Pre-Offset Notices to the obligors”. As specified in AT-99-14, in order to ensure that all notices meet the requirements of 45 CFR 303.72(e), states electing to issue their own Pre-Offset Notices must submit a copy to the OCSE Regional Office for review before the notice is sent to obligors. OCSE will review the notice to see that it meets requirements. A copy of the notice should also be sent to OCSE Federal Collections and Enforcement.

States issuing their own Pre-Offset Notices still need to provide obligors’ addresses to OCSE because these addresses may be used by FMS to send Offset Notices (refer to Section 2.1.5.3, “Address Processing”).

3.2 OCSE Issues Pre-Offset Notices

If a state elects to have OCSE print its Pre-Offset Notices, it would check “Yes” in item 3 of the collection certification section in the Annual Certification Letter, “We request that OCSE mail Pre-Offset Notices to the obligors”. In addition, the state must indicate whether it wants OCSE to issue Pre-Offset Notices annually for all cases or for new cases only.

The state may request that OCSE generate a Pre-Offset Notice on a case-by-case basis by using the PON Request feature of the ‘M’ Transaction (refer to Section 2.1.4.3.6, “Modify Arrearage Amount/Request Option” for instructions on submission of an individual PON Request).

When OCSE prints the Pre-Offset Notices, a state is charged a nominal fee for each notice that OCSE produces. OCSE notifies the states annually of the Pre-Offset Notice fee for the upcoming year. The Pre-Offset Notice fee covers the cost of the envelopes as well as the printing, stuffing, and mailing of the notices.

PART 4: FINANCIAL MANAGEMENT SERVICE

4.0 FINANCIAL MANAGEMENT SERVICE OVERVIEW

Financial Management Service (FMS), a bureau of the Department of the Treasury, operates the Treasury Offset Program (TOP), which maintains a centralized TOP Master Debtor File. This file contains a list of taxpayers who owe debts to various agencies, including child support debts. Funds that are offset through these programs are sent by FMS to the Program Support Center (PSC) which then, on behalf of OCSE, forwards the funds to the state or states that submitted the obligor's information to OCSE for offset.

4.1 Offsetting Accounts

When taxpayers submit their tax forms, the Internal Revenue Service (IRS) verifies names and Social Security Numbers (SSNs) against the Social Security Administration (SSA) master file to ensure that the taxpayer identity is legitimate. In situations where an individual is required to have a U.S. taxpayer identification number, but is not eligible to obtain an SSN, the IRS assigns an Individual Taxpayer Identification Number (ITIN). The ITIN is a nine-digit number that always begins with the number 9 and has a 7 or 8 in the fourth digit (for example 9XX-7X-XXXX). The IRS notifies FMS when the taxpayer is eligible for a payment (tax refund). Prior to creating the payment, FMS searches the TOP Master Debtor Database to determine if the SSN/ITIN on the payment matches an SSN/ITIN on a child support debt. If there is an SSN/ITIN match, FMS attempts to match the first four characters of the last name on the payment to the first four characters of the last name on the child support debt. If the first four characters match, an offset occurs. FMS matches against both the primary and secondary filers on joint tax returns, enabling states to obtain an offset even if the non-custodial parent (NCP) is listed as the secondary filer on the tax return.

If there is no match on the name, FMS searches a secondary file that is provided by the IRS that may contain a list of alias names for the SSN/ITIN that have been verified by SSA. If the SSN/ITIN and name on the payment record and the SSN/ITIN and name on the TOP Master Debtor File are found on the alias file, FMS offsets the payment.

OCSE may receive collection information up to two weeks after an FMS offset occurs. When OCSE receives the collection information, the arrearage amount is automatically decreased by the offset amount.

4.1.1 ORDER OF PRIORITY FOR OFFSET AND DISTRIBUTION

FMS applies payment offsets to an obligor's Federal debt(s) in the following order:

1. Federal tax debts (i.e., IRS)
2. Child Support Temporary Assistance for Needy Families (TANF) cases
3. Other Federal debts (i.e., education debts)
4. Child Support Non-TANF cases
5. State tax debts.

When FMS determines that a payment will be applied to a child support debt, the state that is eligible to receive the offset is identified. If an obligor has been submitted by multiple states, the state with the earliest submission is first in the distribution of offsets. If a case was deleted and is then re-certified at a later date, the priority for that state's case is based on the date the re-certification was processed at OCSE.

4.2 FMS Offset Notices

At the time any type of offset is processed, FMS issues an Offset Notice (refer to Appendix I, "Letters and Notices", I.3, "FMS Offset Notice"). The FMS Offset Notice states that FMS applied all or part of the obligor's Federal payment to a debt owed to the government agency or agencies that are listed on the notice.

The FMS Offset Notice identifies the source of the offset that is collected (e.g., Federal income tax refund, vendor/miscellaneous payment, etc.) and the SSN of both the primary and secondary tax filers. The notification advises the obligor to contact the appropriate agency to correct any errors or to obtain answers to questions. The state is notified of the source of the offset on the Collection and Adjustment File (refer to Chart F-4, "Collection and Adjustment Record Layout"). It is probable that the obligor will receive the Offset Notice prior to the state's receiving notification of the offset.

States must respond to complaints and develop specific procedures to promptly refund any money that is incorrectly offset, whether the collection has been received from FMS or not. States must then submit a State Payment Record to OCSE for the amount refunded. Refer to Section 2.1.4.3.8, "State Payment", for detailed instructions on state payments.

If Federal retirement payments are to be offset, FMS is required to send a Pre-Offset Notice 60 days prior to the offset and again 30 days prior to the offset (refer to Appendix I, "Letters and Notices", I.6, "FMS OPM Pre-Offset Notice"). The FMS Pre-Offset Notice alerts obligors that their Federal retirement payment may be reduced.

4.3 FMS Collections

The distribution of monies to the states is done through Electronic Funds Transfer (EFT) to eliminate the processing and mailing time that is associated with payment by check. Procedures for sending Child Support payments by EFT have been developed with the National Automated Clearinghouse (ACH) Association, which sets rules and administers the ACH Network. On behalf of OCSE, ACH sends all transfers of funds for Federal Income Tax Refund Offset and/or Administrative Offset to the states every two weeks.

To ensure that payments are directed to the correct financial institution and contain the correct contact information, states must notify PSC if their state changes financial institutions, or if the financial institution's address or American Bankers Association (ABA) routing number changes (refer to Chart D-1, "Technical Assistance", for PSC contact information).

4.3.1 ADJUSTMENT/REVERSAL OF COLLECTIONS

There are several circumstances in which Treasury may need to reverse a state's collection after an offset has been made, such as the processing of an Injured Spouse Claim or the use of an incorrect address.

4.3.1.1 Injured Spouse Claim

If an offset for delinquent child support is made against a joint Federal income tax return, the non-obligated spouse may file an Injured Spouse Claim and Allocation Form with the IRS, up to six years after the offset, in order to recoup his or her portion of any tax refund (refer to Chart D-3, "Online Resources", "IRS Web Sites").

The filing of an Injured Spouse Claim and Allocation Form with the original joint Federal income tax return may eliminate the need for a reversal, as follows:

1. The IRS receives a joint Federal income tax return with an Injured Spouse Claim and Allocation Form.
2. The IRS matches the return against a copy of the FMS Debtor File, which FMS sends to the IRS on a weekly basis.
3. If there is a match, the IRS processes the Injured Spouse Claim at the time the return is processed.
4. If the injured spouse is entitled to a partial refund, the IRS issues two payment records, one for the injured spouse and the other for the obligor.
5. The offset will occur against the obligor's payment record.

In Non-TANF cases, collections against a joint return will have an Injured Spouse Indicator with a value of 'Y' when an Injured Spouse Claim has been processed, in which case the state may choose to distribute the money immediately. A value of 'N' is provided if no Injured Spouse Claim information is available, in which case the state may choose to delay distribution of the offset to the custodial party for up to six months. The Injured Spouse Indicator is provided to states on the Collection and Adjustment File (refer to Chart F-4, "Collection and Adjustment Record Layout").

If an amended return is processed after the original return, and the amount that is liable for offset is reduced, FMS notifies the state (through OCSE) and the state must reimburse FMS. Generally, OCSE deducts reversals from the collections that occur over the same cycle.

Because the time period for filing an Injured Spouse Claim and Allocation Form is six years after an offset has been made (28 USC Section 2401), states may receive reversals on cases for up to six years. Following the processing of reimbursements to the IRS, it will be necessary to make adjustments to the overall state collections and individual case records at the Federal and state levels. Prior year reversals for spousal claims will be reported under the current year accounting procedures. However, these reversals will be identified as prior year claims so that the appropriate collection record can be identified and updated.

4.3.1.2 Incorrect Address

A small percentage of offset reversals are caused by incorrect addresses. When FMS partially offsets an obligor's payment, FMS sends the obligor any remaining portion of the refund payment. In the event a tax filer cannot be located, FMS must return the entire amount of the refund to the IRS. If the correct address is later found, the obligor's refund can be offset again and the obligor will be sent any remaining portion of the refund.

4.3.2 NEGATIVE COLLECTION CYCLES

During the last few cycles of the processing year, some states' reversal amounts may be greater than their collections, resulting in a negative collection transfer. OCSE will automatically deduct the negative balance amount from the next positive collection cycle.

4.3.3 FMS SERVICE FEE

The fees charged for each offset (tax and administrative) by FMS are based on the costs of operating the program and are deducted directly from collections. An offset fee is charged only when an offset is taken. The fee per offset for each fiscal year is determined by FMS. States are informed when the fee amount is finalized, prior to the start of the new fiscal year. An offset fee is reimbursed when:

1. a reversal is equal to the original offset amount,
2. multiple partial reversals equal the original offset amount, or
3. the partial reversal(s) plus the offset fee exceed the original offset amount.

Although the amount received by the state for both tax and administrative offsets is the collection minus the FMS fee, states must credit the obligor as having paid the full amount.

4.3.4 REFUND ANTICIPATION LOANS

A Refund Anticipation Loan (RAL), or "rapid refund", is a loan from a financial institution which enables a taxpayer eligible for a refund to have funds advanced to him or her within two days after filing through a third-party tax preparer (i.e., H&R Block, Jackson Hewitt). Normally, the preparer charges a fee to the tax filer, plus any interest charged on the loan by the bank.

The approval or denial of an RAL is at the discretion of the financial institution. Reasons for denial could include a bad credit rating, default on a home or car loan, etc. Also, a financial institution can deny an RAL for certain types of Federal agency debt, such as past-due child support or unpaid school loans.

On a joint return, the financial institution checks both Social Security Numbers for debts when processing an RAL. If the tax preparer's financial institution provides a RAL to a taxpayer whose refund is later offset, it is the responsibility of the financial institution, not Treasury or the offsetting Federal agency, to recoup its loss from the taxpayer.

4.4 Debt Check

4.4.1 DEBT CHECK OVERVIEW

Debt Check is an Internet-based debt management program for use by Federal agencies and outside lenders that are engaged in issuing Federal loans, loan insurance, and loan guarantees. These agencies, such as the Small Business Administration (SBA), have the ability to search the FMS Debt Check database to confirm whether applicants for Federal financial assistance owe delinquent, non-tax debt to the Federal government or owe delinquent child support. Federal agencies may deny loans, loan insurance, or loan guarantees to entities that owe delinquent, non-tax debt to the Federal government pursuant to 31U.S.C. §3720B and 31 C.F.R. §285.13. Executive Order 13019 extends this bar to delinquent child-support debtors whose debts have been referred to FMS for offset.

Exclusion from the Debt Check program is automatic for all states, unless a state specifically requests to participate. States who do not participate do not need to use the Debt Check exclusion indicator.

4.4.2 DEBT CHECK PROCESSING

FMS updates the Debt Check database from the TOP Master Debtor File daily; cases are added and removed from the Debt Check database based on a state's participation, thresholds, and exclusion indicators. Note that the addition and removal of cases from the Debt Check database has no impact on the standing of the case in the TOP Master Debtor File. Participation in the Debt Check Program by states is optional, and there is no charge to the state for the program. States that choose to participate can control which cases are released to Debt Check by establishing a statewide dollar threshold, and/or excluding individual cases.

The lending agency submits individual queries to Debt Check online. If records indicate a debt, the loan applicant is informed in writing (refer to Section I.7, "Debt Check – SBA Loan Denial Letter" for a sample denial letter). The loan applicant may then contact the creditor agency to pay or otherwise resolve the debt, or get confirmation that the debt is not valid or is in error. Until the debt is resolved, the applicant could be barred from receiving the loan, loan insurance, or loan guarantee. The state Child Support Enforcement (CSE) agency is not notified when an obligor is denied an application for reasons of child support.

4.4.2.1 Requesting Participation in Debt Check

To certify cases to the program, the state IV-D Director or designee must submit a written request to the Chief, Federal Collections and Enforcement (refer to Chart D-2, "Program Assistance", for the e-mail address). The subject of the request should state "Debt Check Program". The body should contain:

- State name
- A statement requesting participation
- IV-D Director (or designee) name
- IV-D Director (or designee) phone number

- Statewide threshold amount (if desired)

To change a threshold amount, use the same basic format, and state the new threshold amount desired.

4.4.2.2 Establishing a Dollar Threshold

The state may elect to set a dollar threshold when requesting participation in the program. The threshold is applied individually to TANF and Non-TANF cases. That is, the arrearage amounts are not combined, as they are in Passport Denial, to determine if the threshold is met. When the arrearage amount for a case exceeds the established threshold, it is added to the Debt Check database, and when it is equal to or below the threshold, it is removed from the Debt Check database. For example, if the state sets a Debt Check threshold of \$1,500, only those individual cases whose arrearages exceed \$1,500 are released to Debt Check.

4.4.2.3 Excluding Individual Cases

Participating states can exclude specific cases from the program by setting the Debt Check Exclusion Indicator (DCK) (refer to Section 2.1.4.3.7, “Replace Exclusion Indicator(s)”). As with the other remedy exclusions, setting the DCK exclusion indicator prevents the case from being submitted to the program, or removes the case from the program if it has already been submitted.

PART 5: DoS PASSPORT DENIAL PROCESS

5.0 DoS PASSPORT DENIAL PROCESS OVERVIEW

The Passport Denial Program was established by Public Law 104-193, Section 370, to deny passports to individuals who owe child support and meet the requirements of the law. Its intent is to enforce collection of past-due child support.

The U.S. Department of State (DoS) Passport Services issues United States passports. Before a passport can be issued, every passport applicant must establish identity, U.S. citizenship, and eligibility. Every application, no matter what type it is, or where or how it is submitted, is checked against a central database of individuals to determine whether the individual is entitled to be granted a passport. This is called the Consular Lookout and Support System – Enhanced (CLASS-E), and its database includes the names of individuals reported by states to OCSE who owe, or have owed, child support arrearages in excess of the Federally-mandated threshold.

In addition to delinquent child support obligations, individuals can be denied a passport for a number of other reasons, including an outstanding Federal warrant for an arrest, or a criminal court order that forbids departure from the U.S. In these circumstances, OCSE has no authority in the case. If an applicant clears CLASS-E, a passport will be issued. When issued, an adult tourist passport is normally valid for a period of ten years; diplomatic, official and regular no-fee (government) passports are valid for five years.

Any passport applicant outside the U.S. who has been identified as having child support arrearages will also be denied a passport in the same manner as described above. While not entitled to a passport, such an applicant may be entitled to receive a travel document allowing only direct and immediate return to the U.S.

If a passport applicant is identified by CLASS-E as having child support arrearages, Federal statute requires that the individual be denied a passport regardless of whether he or she applied for the passport by mail or in person. When the passport is denied, the applicant is instructed in a letter from DoS to contact the state CSE agency to make appropriate arrangements for satisfaction of the arrearage. Included with this Passport Denial Letter is a listing of all state CSE agencies and their main phone numbers (refer to Section K.1, “Passport Denial Letter”).

If the passport applicant has never owed back child support, and/or is unsure which state submitted the case, the applicant should contact his or her state of residence. The contacted state should notify Federal Collections and Enforcement if it does not have a case for the applicant in its system (refer to Chart D-2, “Program Assistance”, for contact information). OCSE will determine if the applicant has a case in another state or if no case exists, and provide that information to the state.

A passport will not be issued until OCSE, under the state’s direction, certifies to DoS that the person has made appropriate arrangements for satisfaction of the arrearage. OCSE has no authority to release an individual to obtain a passport unless the state that submitted the case requests it. If more than one state has certified an individual to OCSE, all states must clear the

obligor from both TANF and Non-TANF certification, if appropriate, before a passport can be issued. DoS can only receive changes to an obligor's status from OCSE; release documentation should not be sent to DoS or a passport agent.

The Passport Denial Program is a very effective collection tool. Note that when a passport is granted, it is valid for 5 to 10 years, even if the obligor's arrearages once again go over the threshold. A passport can be revoked (i.e., physically taken) any time the passport agency/DoS has the passport in hand, such as when they are:

- renewing an existing passport,
- adding pages to an existing passport,
- repairing/reissuing of a damaged passport,
- changing a name or updating a picture, or
- accepting an existing passport as proof of identification.

Refer to Chart D-3, "Online Resources", "DoS Web Sites" for links to additional information about passports and their relationship to child support and child custody disputes.

5.1 Submitting Individuals for Passport Denial

If the arrearage amount for a single case or the combined arrearage amount for a TANF and Non-TANF case for the same submitting state is greater than the Federally-mandated threshold, OCSE automatically forwards the obligor to DoS for Passport Denial 30 days after a Pre-Offset Notice has been sent. States may exclude obligors from the Passport Denial Program by setting the PAS Exclusion Indicator for the TANF and/or Non-TANF case. The PAS Exclusion Indicator can be set through the Weekly Update Process (refer to Section 2.1.4.1, "Add New Case/Recertify Case", or Section 2.1.4.3.7, "Replace Exclusion Indicator(s)") or the online screens (refer to Section 6.3.2.5, "Replace Exclusion Indicator(s)" or Section 6.3.5, "DoS Certification or Withdrawal (Option 6)").

5.2 Releasing Individuals from Passport Denial

A state may release an individual from the Passport Denial Program in one of the following ways:

1. By using the online daily Certification or Withdrawal screen (refer to Section 6.3.5, "DoS Certification or Withdrawal (Option 6)"). Data submitted on this screen is transmitted to DoS the same evening; the passport hold should be released by DoS within 24 hours if the individual is otherwise qualified. This is the fastest method for withdrawing an obligor from the Passport Denial Program.
2. By submitting an update record to exclude an obligor from Passport Denial through the Weekly Update Process (refer to Section 2.1.4.3.7, "Replace Exclusion Indicator(s)") or the online screens (refer to Section 6.3.2.5, "Replace Exclusion Indicator(s)"). Note that replacing exclusion indicator(s) through the "Enter Weekly Update Records" screen creates transactions that are picked up and processed with the

regular weekly Case Submission and Update File. The time interval for this process, from the Monday when OCSE picks up the Case Submission and Update File that contains the update record until the passport hold is released by DoS, is approximately eight business days.

3. By requesting that OCSE enter the withdrawal data into the system for the state. If the state makes such a request, it must complete an Emergency Notice of Withdrawal of Passport Denial form (refer to Section 5.3, “Emergency Release from Passport Denial”, and Section K.2, “Emergency Notice of Withdrawal of Passport Denial Form”) and fax it to Federal Collections and Enforcement (refer to Chart D-2, “Program Assistance” for the fax number). OCSE will enter the data from the form into the system using the online daily Certification or Withdrawal screen (refer to Section 6.3.5, “DoS Certification or Withdrawal (Option 6)”). The release will occur as described in Option 1 above.

5.3 Emergency Release from Passport Denial

An emergency release from Passport Denial applies only to situations of life or death, erroneous submittal or mistaken identity. It may not be used for an obligor who was once legitimately denied a passport based on child support, and has since made payment to bring the arrearage amount down to the state’s minimum required for release from the Passport Denial Program. DoS will make the final determination whether to expedite an emergency release from Passport Denial. Obligors legitimately denied a passport should be released from the program as described in Section 5.2, “Releasing Individuals from Passport Denial”. Use the following procedures to execute an emergency release from Passport Denial:

1. **Life-Or-Death Situations.** In a life-or-death situation, verification of the death or medical emergency of an immediate family member is mandatory (refer to Chart 5-1, “Criteria for Verifying Life-or-Death Situations”). An explanation of the situation, with any corresponding documentation, must be faxed to OCSE with the completed Emergency Notice of Withdrawal of Passport Denial form. OCSE will then place the exclusion indicator on the case(s) and fax a release letter to DoS, which will release the hold on the passport within 24 hours.
2. **Erroneous Submittal of an Individual.** An erroneous submittal occurs when a non-obligor is denied a passport for reasons of child support, because an obligor using the same SSN was submitted to the Passport Denial Program. The non-obligor must provide a copy of the Passport Application Denial Letter that he or she received from DoS to the submitting state. After verifying the non-obligor’s identity, the state must then fax the denial letter with the completed Emergency Notice of Withdrawal of Passport Denial form to OCSE. OCSE will then place the exclusion indicator on the case(s) and fax a release letter to DoS, which will release the hold on the passport within 24 hours.
3. **Mistaken Identity.** Mistaken identity occurs when a non-obligor is denied a passport for reasons of child support, but has never been submitted to the Federal Offset System. The non-obligor must fax to OCSE a copy of the Passport Application Denial Letter that he or she received from DoS, with date of birth, place of birth, SSN, and a

phone number for contact during working hours. OCSE will then fax a release letter to DoS, which will release the hold on the passport within 24 hours.

States should notify Federal Collections and Enforcement when attempting to execute an emergency release of an obligor whose passport has been denied at an overseas embassy or consulate, and include the specific embassy/consulate location (city and country) on the Emergency Notice of Withdrawal of Passport Denial form.

CHART 5-1: CRITERIA FOR VERIFYING LIFE-OR-DEATH SITUATIONS	
Reasons for Traveling – applies to immediate family members only	<ul style="list-style-type: none">• Imminent death or funeral• Serious illness• Dangerous operation
Immediate Family	<ul style="list-style-type: none">• Parent or guardian of obligor• Child (natural or adopted)• Grandparent• Sibling• Aunt• Uncle• Step-child• Step-parent• Step-sibling• Spouse; sometimes the spouse may need to travel if he or she is supporting the obligor
Examples of Verification Required	<ul style="list-style-type: none">• Death certificate• Letter from the doctor

5.4 OCSE Passport Denial Policies for States

States should observe the following policies of the Passport Denial Program:

- States may only release individuals that they have certified from Passport Denial.
- States should not refer obligors to OCSE, as OCSE will refer the obligor to the state.
- States should inform obligors that the specified time intervals for release of a passport hold (refer to Section 5.2, “Releasing Individuals from Passport Denial”) begin at the time that OCSE receives the update. They do not include processing time within the state.
- States must complete a Passport Issuance Tracking Letter and send the original signed copy to DoS Passport Services/Research and Liaison Section to find out when an obligor’s passport was issued or when it will expire (refer to Section K.3, “Passport Issuance Tracking Letter”, and to Chart D-2, “Program Assistance” for the Passport Services/Research and Liaison Section address). This information is needed as

supporting documentation in difficult cases, and therefore should be sent via overnight courier. States must provide the name, Social Security Number (SSN), date of birth, sex, and place of birth of the obligor, along with a description of the desired information and justification for the reason it is needed. The name, telephone number for a state contact, and the date the information is needed must also be included.

- States must send all correspondence and communication regarding Passport Denial through OCSE, except for the Passport Issuance Tracking Letter. The Emergency Notice of Withdrawal of Passport Denial letter should *not* be mailed to DoS or taken to the passport agency.

5.5 Guidelines for Obtaining a Passport after Clearance of Denial

The passport agency will hold a denied application for 90 days. If the clearing process exceeds 90 days, a new passport application must be submitted with the appropriate fees.

DoS does not automatically send a passport to an obligor when he or she is cleared in the system. Issuance may take longer for passports that are administered by the Special Issuance Passport Agency, as they go through the Department of Defense (DoD) before being released to the obligor. Once cleared, an obligor must do one of the following to obtain a passport:

- An obligor, or a representative of a courier agency, can go in person to the passport agency that is listed in the upper right hand corner of the DoS Passport Application Denial Letter (refer to Section K.1, “Passport Denial Letter”). All passport agencies require that an appointment be made in advance. Refer to Chart D-3, “Online Resources”, “DoS Web Sites”, for links to major passport agencies, including addresses, office hours, and telephone numbers for appointment scheduling.
- An obligor can contact the National Passport Information Center (NPIC). Refer to Chart D-3, “Online Resources”, “DoS Web Sites”, for NPIC contact information. The NPIC representative will not know the status of the case, only that the application is on hold. The obligor must request that NPIC notify the passport agency that is listed in the upper right hand corner of the DoS Passport Application Denial Letter, relay that he or she has been cleared with OCSE, and provide the OCSE clearance date. If the passport is cleared, the passport agency will mail the passport to the obligor within two to five working days after the passport has been processed. If the passport is being denied for reasons other than child support, DoS will contact the obligor.

PART 6: ONLINE SYSTEM PROCEDURES

6.0 ONLINE SYSTEM PROCEDURES

6.1 FOP Online System Access

Access to the Federal Offset Program's (FOP) Online System through the Social Security Administration's (SSA) mainframe computer is available to any state that would like to enter information on a case-by-case basis. The use of PComm software enables a personal computer (PC) to access the mainframe through a Virtual Private Network (VPN). The FOP Online System allows individual cases to be added, updated, and deleted (refer to Section 2.1.4, "Transaction Types"), and also allows states to query existing or prior case information online.

6.1.1 OBTAINING ONLINE SYSTEM ACCESS

To obtain access to the SSA Mainframe, a state must request a user identification number (USERID) and a system access password (refer to Chart D-1, "Technical Assistance" for FOP Online System Access/PComm contact information). OCSE will then forward Form SSA-120-U4, "Application for Access to the Social Security Administration Systems", to the state to be completed.

After the state mails the completed original form back to the OCSE contact, it is forwarded to SSA for approval of the mainframe access request. When SSA approves access, the PComm communication software is forwarded to the state. The PComm software must be installed on a state-owned PC before state personnel can access the FOP Online System.

6.1.2 SYSTEM REQUIREMENTS FOR PCOMM INSTALLATION

A state's PC must meet the following minimum system requirements to execute PComm, the communication software provided by OCSE:

- IBM compatible PC with monitor;
- Internet access via state network or ISP;
- One of the following operating systems:
Windows XP Professional or Windows 2000 Professional.

The PComm package includes an installation guide to assist the state's technical representatives with installation of the software. No other communication software package is supported. If further assistance is needed, refer to Chart D-1, "Technical Assistance" for FOP Online System Access/PComm contact information.

6.2 Entering and Exiting the Online System

Before a state can access the FOP Online System, it must first install and configure the PComm communication software on its PC.

To enter the FOP Online System, follow the instructions in Section 6.2.1, “Log On Procedures”.

To exit the FOP Online System, follow the instructions in Section 6.2.2, “Log Off Procedures”.

6.2.1 LOG ON PROCEDURES

To logon to the SSA Mainframe, proceed as follows:

1. Using the mouse, double left click on the desktop icon labeled **SSA Mainframe**.
2. After some intermediate screens are displayed, you will see a dark screen labeled: **Session A – [24 x 80]**.
3. A User Authentication window will appear in the middle of the screen.
 - a. Type in your VPN username.
 - b. Press **Tab**.
 - c. Type in your password.
 - d. Click **OK**.

If the VPN username and password are not successfully validated, the “User Authentication” window will be redisplayed. Upon successful validation, you will see a dark screen labeled: **Session A – [24 x 80]**, with “DISCONNECTED” displayed on the bottom left of the screen.

4. At the top of the screen, click **Communication**.
5. Click **Connect** (or, press **Alt-C**, then press **C**).
6. After a few moments you will be prompted: IKJ56700A ENTER USERID – .
 - a. Type in the USERID that was assigned by OCSE. The USERID begins with a dollar sign and is followed by four numeric digits (\$nnnn).
 - b. Press **Enter**.

The TSO/E Logon screen (Figure 6-1) is displayed. This is the next level of security for entry to the system.

Figure 6-1: TSO/E Logon

```

----- TSO/E LOGON -----
PF1/PF13 ==> Help          PF3/PF15 ==> Logoff          PA1 ==> Attention          PA2 ==>

You may request specific HELP information by entering a ? in any entry
ENTER LOGON PARAMETERS BELOW:          RACF LOGON PARAMETERS

USERID      ==>  $####

PASSWORD    ==>                                NEW PASSWORD ==>

PROCEDURE   ==>          OCSETAX          GROUP IDENT      ==>

ACCT NMBR   ==>

SIZE        ==>          4096

PERFORM     ==>

COMMAND     ==>

ENTER AN    S    BEFORE EACH OPTION DESIRED BELOW:

              -NOMAIL          -NONOTICE          -RECONNECT          -OIDCARD
  
```

On the TSO/E Logon screen:

1. The USERID field is pre-filled with the data that was previously entered.
2. Type the assigned **password**.
3. Press **Tab** to advance to the Procedure field.
4. Type **OCSETAX** in the Procedure field.
5. Blank out the data in the Command field.
6. Press **Enter**.

The Warning! screen (Figure 6-2) is displayed.

If a state user cannot access the FOP Online System, instructions will appear. Follow the instructions and press **Enter** to continue.

NOTE: First-time state users receive a temporary password from OCSE. The first time state users access the FOP Online System, they are required to change their passwords (refer to Section 6.2.1.1, “Change Password”). The password must be changed every 30 days thereafter. If the password has expired, refer to Chart D-1, “Technical Assistance” for FOP Online System Access/PComm contact information.

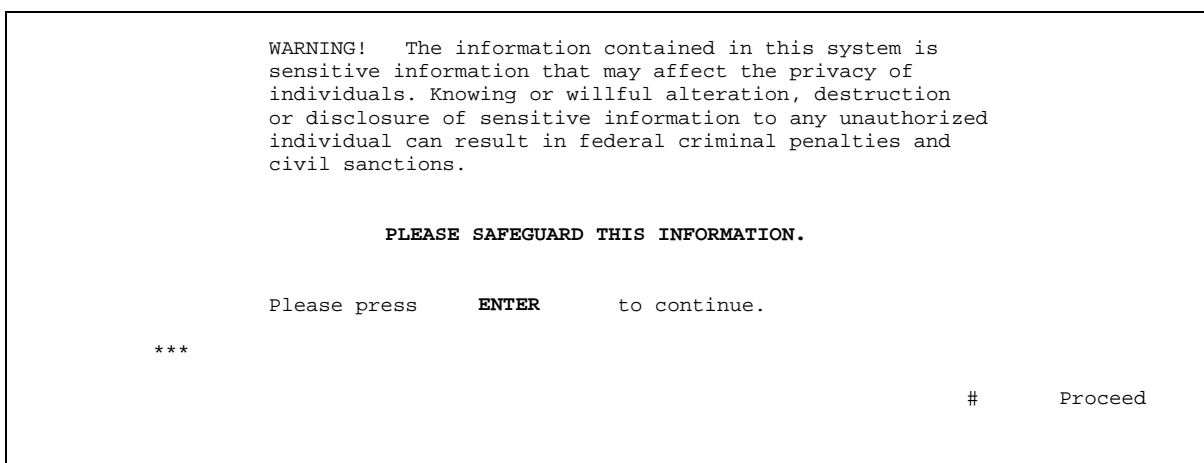
6.2.1.1 Change Password

To change the password, follow these instructions:

1. Type the **existing** or **temporary password** in the Password field.
2. Press **Tab** to advance to the New Password field.
3. Type in a **new password**. The password must be from six to eight characters long, and must contain a combination of letters and numbers.
4. Press **Enter**. The new password is checked for formatting. If the new password is not in the correct format, an error message appears in the upper left corner of the screen.
5. If the password is in the correct format, a confirmation appears to enter the new password again. Type the **new password** again.
6. Press **Enter**.

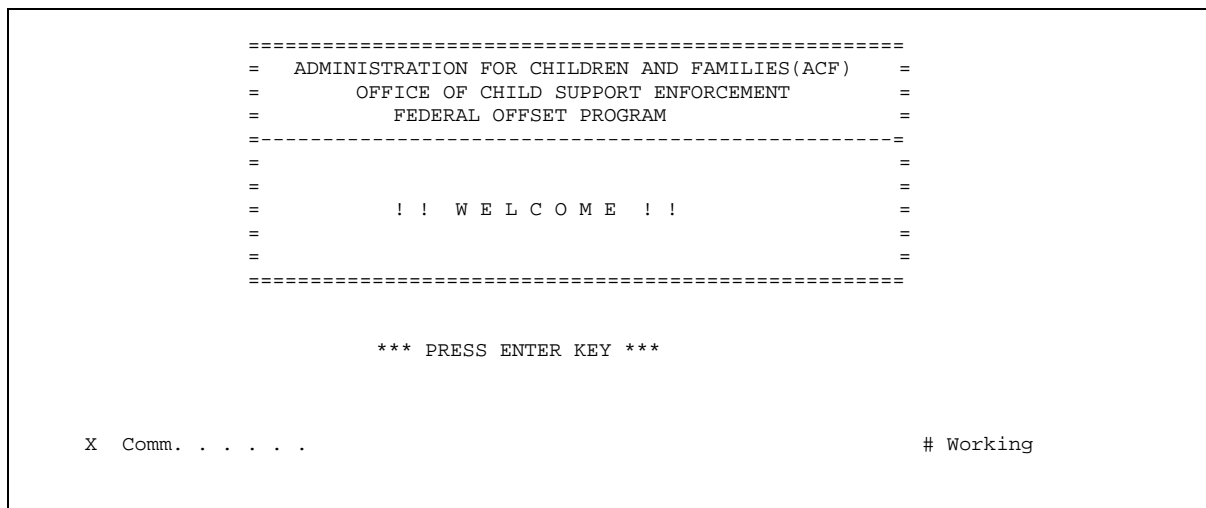
NOTE: Always protect the password and do not share it with others.

Figure 6-2: Warning!



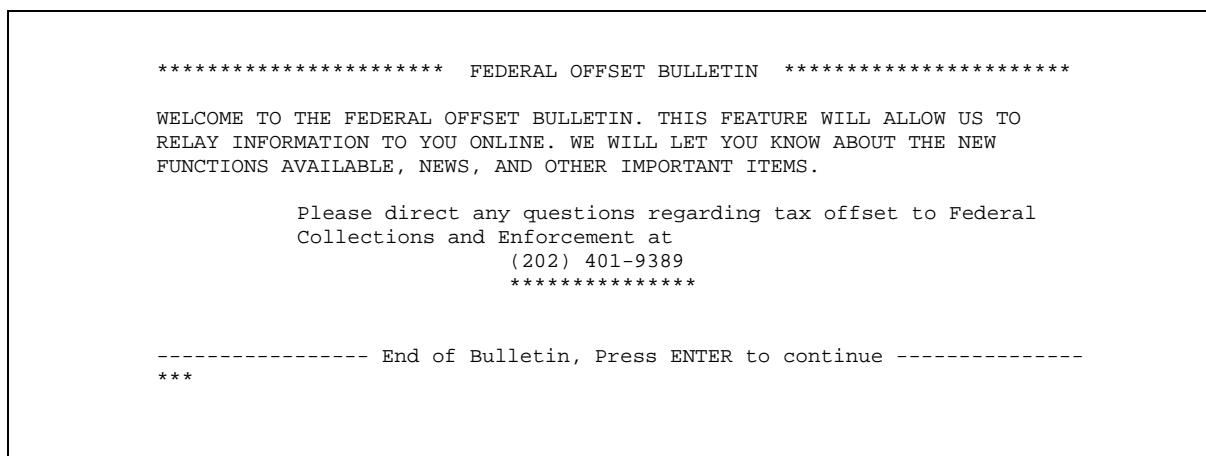
It is important to read the message that is provided on the Welcome screen (Figure 6-3), as it may contain important information about mainframe availability, etc. Press **Enter** to continue to the next screen.

Figure 6-3: Welcome



The Federal Offset Bulletin screen (Figure 6-4) is an electronic message system that is used to communicate important messages, problems, or changes to the state online users. The bulletin is displayed automatically after the Welcome screen. Alternatively, it may be viewed at any time by selecting the bulletin option on the Federal Offset Processing Menu (refer to Section 6.3.1, “Federal Offset Processing Menu”).

Figure 6-4: Federal Offset Bulletin



6.2.2 LOG OFF PROCEDURES

To disconnect from the VPN, a state user must first exit the FOP Online System, then log off of the SSA Mainframe. To exit the FOP Online System:

1. Press **F3** until the Federal Offset Processing Menu is displayed.
2. Type the letter **X** in the Option field.
3. Press **Enter**. The FOP Online System automatically exits.

To disconnect from the VPN:

1. Click the **X** in the upper right corner of the PComm window.
2. Right click on the **N** (Netscreen) icon in the system tray.
3. Move the cursor up to **Disconnect** in the pop-up menu. 'SSAVPN1' will be displayed.
4. Move the cursor over **SSAVPN1** to select it. Click on it to disconnect.
5. Click **OK** on the Successfully Disconnected window.

Notes on Disconnection After Inactivity:

- After 15 minutes of mainframe session inactivity, the existing mainframe session will be disconnected. Upon the next attempt to press **Enter**, the screen and session will be cleared and 'disconnected' will be displayed on the bottom left of the screen. This session clearing may take a few minutes.
- To reconnect, proceed as described in Section 6.2.1, "Log On Procedures".
- If the session inactivity was between 15 and 30 minutes, any unsaved work will still be available when you reconnect to the mainframe session.
- If the session inactivity was more than 30 minutes, your prior session will have ended and you will be logging on for a new mainframe session. You can determine whether it is a new session from the mainframe messages at logon.
- If there are problems connecting or reconnecting, try disconnecting from the VPN as described above. Then try to reconnect as described in Section 6.2.1, "Log On Procedures".
- If you are on a mainframe, when you reconnect you get messages:
IKJ56425I LOGON rejected, Userid \$nnnn already logged on to system SY56
IKJ56400A ENTER LOGON OR LOGOFF
Type **logoff**; press **Enter**. Wait about 15 minutes and try again.

6.3 Using the Online System

Following are some of the navigational and housekeeping functions for the FOP Online System:

1. Press **F3** to exit the current screen or to execute a cancel command.
2. If an error code is displayed in the upper right hand corner of the screen, press **F1** to display a detailed message above the Command field.
3. Press **F4** to return to the main menu.
4. Press **F7** (up) or **F8** (down) to scroll up and down on screens with multiple pages of data.
5. Type **PFSHOW ON** in the Command field and press **Enter** to display definitions of the function keys. The following display will appear at the bottom of the screen:

F1=Help F2=Split F3=Exit F4=Return F5=Rfind F6=Rchange
F7=Up F8=Down F9=Swap F10=Left F11=Right F12=Cancel

Note: This display truncates information at the bottom of the FOP screens. Therefore, after viewing the function key definitions, **PFSHOW OFF** should be entered in the Command field to remove the definitions and fully display all of the FOP data on the screens.

6.3.1 FEDERAL OFFSET PROCESSING MENU

The Federal Offset Processing Menu screen (Figure 6-5) lists the available system functions a state may perform using the Online System. One of the listed functions must be selected to continue processing. Each function is explained in the following sections.

Figure 6-5: Federal Offset Processing Menu

OFFICE OF CHILD SUPPORT ENFORCEMENT		XX00
FEDERAL OFFSET PROCESSING MENU		Date - 05/05/2004
		Time - 09:51
OPTION ===>		
1	FO DATA ENTRY	--- On-line Data Entry
2	Inactive	
3	Inactive	
4	LOCAL CONTACT	--- Update Local Contact Addresses
5	FO BULLETIN	--- Browse FO Bulletin
6	PASSPORT UPDATE	--- DoS Certification or Withdrawal
7	CASE ADDRESS QUERY	--- Query Case Address File
8	PRE-OFFSET NOTICE QUERY	--- Query Pre-Offset Notices File
9	CASE QUERY	--- Query Case File
X	To Log Off	

To access one of the listed functions on the Federal Offset Processing Menu screen, type the number or letter associated with the function in the **OPTION** field. Press **Enter** to transfer to the function selected.

The only valid options for this screen are: **1, 4, 5, 6, 7, 8, 9** and **X**. If an option other than one of those listed is entered, an **INVALID OPTION** message appears in the upper-right corner of the screen. Retype a valid option and press **Enter** again.

6.3.2 FEDERAL OFFSET DATA ENTRY (OPTION 1)

This function allows individual cases to be added, updated, and deleted. However, it creates **batch** transactions in the Case Submission and Update File format, as opposed to performing direct updates to the Federal Offset Master files (refer to Chart E-1, "Case Submission and Update Record Layout", for a complete description of fields and edit criteria). The batch transactions are processed once a week during the Weekly Processing Cycle (refer to Section

2.1.3, “Weekly Processing Cycle”). Case transactions that do not pass the edit validation processes are returned to the state on the Rejected Case Submission and Update File (refer to Section 2.2.2, “Rejected Case Submission and Update File”; also Chart F-1, “Rejected Case Submission and Update Record Layout”).

The Enter Weekly Update Records screen (Figures 6-6 and 6-7) is a two-part screen. “Part 1 of 2” in the upper-right corner of the screen identifies the first screen, and “Part 2 of 2” identifies the second screen. These two screens are followed by the Weekly Update Final Processing screen (Figure 6-8). The Weekly Update Final Processing screen prompts the state to submit, cancel, or revisit the Weekly Update Record that has been entered.

Figure 6-6: Enter Weekly Update Records – Part 1 of 2

OFFICE OF CHILD SUPPORT ENFORCEMENT		Part 1 of 2
FEDERAL OFFSET PROCESSING MENU		Date - 05/05/2004
ENTER WEEKLY UPDATE RECORDS		Time - 11:44
COMMAND ==> _		
Transaction Type	==>_ <	(A=add,M=mod,D=del,S=stpmt,T=trnsf,L=local,R=Excl, B=name change,C=case ID change,Z=address change)
Processing Year	==>__ <	(4 numeric digits)
Certifying State:		
State Code	==> SS <	
Local Code	==> __ <	(3 numeric digits)
Soc Sec No	==> _____ <	(9 numeric digits)
Case Type	==> _ <	(A=AFDC N=NON-AFDC)
Amount	==> _____ <	(Ex; enter 1,200 as 1200)
Case ID	==> _____ <	(optional)
Obligor Name:		
Last Name	==> _____ <	
First Name	==> _____ <	
State Conducting Administrative Review:		
Transfer State	==> __ <	Transfer Local ==> ____ <

6.3.2.1 Add Case

1. Type the letter **A** in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – required (must be an existing code on the OCSE Table)
 - **Social Security Number (SSN)** – required
 - **Case Type** – required
 - **Amount** – required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – required
3. Press **Enter**.

If a required field is missing or is not entered properly, an error message appears in the upper right corner of the screen. Correct the erroneous data and press **Enter** to continue.

After all of the data is entered, the Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.

Figure 6-7: Enter Weekly Update Records – Part 2 of 2

OFFICE OF CHILD SUPPORT ENFORCEMENT		Part 2 of 2
FEDERAL OFFSET PROCESSING MENU		Date - 05/05/2004
ENTER WEEKLY UPDATE RECORDS		Time - 11:44
COMMAND ==> _		
Offset exclusion indicator type		
>_____<		
(Ex:TAX,ADM,RET,...)		
An address is needed if this is a new case:		
Line 1	>_____<	
Line 2	>_____<	
City	>_____<	
State	>__<	
Zip	>_____ - _____<	
Print Pre-Offset Notice > _ < (P = Request a notice be printed)		
Pre-Offset Notice Date > _____ < (Required if state issues own notice)		
CCYYMMDD		

- To complete an Add Case transaction, enter the following data on the “Part 2 of 2” screen:
 - Exclusion Indicator Type** – not required
 - Address Line 1** – required
 - Address Line 2** – not required
 - City** – required
 - State (code)** – required
 - Zip + 4** – required
 - Print Pre-Offset Notice** – not available for this transaction; leave blank
 - Pre-Offset Notice Date** – required if PON was issued and the state sends notice
- Press **Enter**.

If a required field is missing or is not entered properly, an error message appears in the upper right corner of the screen. Correct the erroneous data and press **Enter** to continue.

The Weekly Update Final Processing screen (Figure 6-8) is displayed. There are three options for completing the Weekly Update Records process:

- Press **Enter** to submit the new transaction.
- Press **F3** to cancel the new transaction.

3. Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

Figure 6-8: Weekly Update Final Processing

<p>TO SUBMIT, press 'enter'</p> <p>TO CANCEL, press PF3</p> <p>TO REVISIT, enter any char -></p>

6.3.2.2 Delete Case

1. Type the letter **D** in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – not required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
4. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.3 Local Code Change

1. Type the letter **L** in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – required; enter the new Local Code value
 - **Social Security Number** – required
 - **Case Type** – required

- **Amount** – not required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
 4. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.4 Modify Arrearage Amount

1. Type the letter **M** in the Transaction Type field.
2. Enter the following data on the screen (if a field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed. Enter data for the following field if desired:
 - **Print Pre-Offset Notice** – to issue a notice, type **P**.
4. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.5 Replace Exclusion Indicator(s)

1. Type the letter **R** in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required

- **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – not required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
 4. Type in the desired **exclusion indicator(s)** for the case in the Exclusion Indicator field. If entering multiple exclusion indicators, separate them with either commas or spaces.
 5. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.6 State Payment

1. Type the letter **S** in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Processing Year** – required; offset year for the state payment
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – required; accumulated amount
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
4. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed.
5. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.7 Transfer for Administrative Review

1. Type the letter **T** in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required
 - **Transfer State** – required
 - **Transfer Local Code** – required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
4. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed.
5. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.8 Name Change

1. Type the letter **B** in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – not required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
4. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed.

5. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.9 Case ID Change

1. Type the letter **C** in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – not required
 - **Case ID** – required
 - **Last Name** – required
 - **First Name** – not required
3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
4. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed.
5. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.2.10 Address Change

1. Type the letter **Z** in the Transaction Type field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Processing Year** – not required
 - **Local Code** – not required
 - **Social Security Number** – required
 - **Case Type** – required
 - **Amount** – not required
 - **Case ID** – not required
 - **Last Name** – required
 - **First Name** – not required

3. Press **Enter**. The Enter Weekly Update Records – Part 2 of 2 screen (Figure 6-7) is displayed.
4. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Obligor Address Line 1** – required
 - **Obligor Address Line 2** – not required
 - **Obligor City** – required
 - **Obligor State** – required
 - **Obligor Zip Code** – required
5. Press **Enter** again. The Weekly Update Final Processing screen (Figure 6-8) is displayed.
6. There are three options for completing the Weekly Update Records process:
 - Press **Enter** to submit the new transaction.
 - Press **F3** to cancel the new transaction.
 - Enter **any character** and press **Enter** to revisit the data that has been entered for the transaction. You will be returned to the Enter Weekly Update Records – Part 1 of 2 screen (Figure 6-6).

6.3.3 UPDATE LOCAL CONTACT ADDRESSES (OPTION 4)

The Local Address Update screen (Figure 6-9) allows a state to add or modify its State/Local Contact Phone and Address File information. Note that this screen creates **batch** transactions in the State/Local Contact Phone and Address File format, as opposed to performing direct updates to the Federal Offset Master files (refer to Chart E-3, “State/Local Contact Phone and Address Record Layout”, for field descriptions and edit criteria). The batch transactions are processed once a week during the Weekly Processing Cycle (refer to Section 2.1.3, “Weekly Processing Cycle”).

Figure 6-9: Local Address Update

OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 02/15/2005	
FEDERAL OFFSET PROCESSING MENU		Time - 11:47	
LOCAL ADDRESS UPDATE			
Enter new data for Add or State / Local Code for Modify and press ENTER			
COMMAND ==>			
Option: (A)dd or (M)odify			
State Code	==>	_____	
Local Code	==>	_____	
		(999) 999-9999 9999	
Phone1	==>	Ext ==>	_____
Phone2	==>	Ext ==>	(Toll Free No.)
Department Name	==>	_____	
Address Line2	==>	_____	
Line3	==>	_____	
Line4	==>	_____	
Line5	==>	_____	
Press ENTER to accept record / changes or END / F3 to exit.			

6.3.3.1 Add State and Local Contact

1. Type the letter **A** in the Option field.
2. Enter the following data on the screen (if the field is not required, press **Tab** to move to the next field):
 - **Local Code** – required
 - **Phone 1** – required
 - **Phone 1 Extension** – not required
 - **Phone 2** – not required
 - **Phone 2 Extension** – not required
 - **Department Name** – required
 - **Address Line 2** – required
 - **Address Line 3** – not required
 - **Address Line 4** – not required
 - **Address Line 5** – not required
3. To cancel the transaction, press **F3**, or type **End** in the Command field and press **Enter**.
4. To submit the transaction, press **Enter**.

The submitted state and local contact information will be added to a dataset that will be processed by OCSE and forwarded to FMS.

6.3.3.2 Modify State and Local Contact

1. Type the letter **M** in the Option field.
2. Enter the **Local Code** in the Local Code field.

3. Press **Enter**.
4. The message, "Make any changes to record and press ENTER", appears on the screen.
5. Type the **new information** on the screen.
6. To cancel the transaction, press **F3**, or type **End** in the Command field and press **Enter**.
7. To submit the transaction, press **Enter**.

The submitted state and local contact information will be added to a dataset that will be processed by OCSE and forwarded to FMS.

6.3.4 BROWSE FEDERAL OFFSET BULLETIN (OPTION 5)

The Federal Offset Bulletin screen (Figure 6-10) is an electronic message system used to communicate important messages, problems, or changes to state online users. The bulletin may be viewed at any time by selecting the FO Bulletin (Option 5) on the Federal Offset Processing Menu screen (Figure 6-5). The bulletin is also automatically displayed after the Welcome screen (Figure 6-3) when entering the system. Press **Enter** to return to the Federal Offset Processing Menu screen.

Figure 6-10: Federal Offset Bulletin

OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 05/05/2004
FEDERAL OFFSET PROCESSING MENU		Time - 09:51
COMMAND ==> _____ (END/PF3=Exit; UP/PF7=Scroll Up; DOWN/PF8=Scroll Down)		
***** FEDERAL OFFSET BULLETIN *****		
WELCOME TO THE FEDERAL OFFSET BULLETIN. THIS FEATURE WILL ALLOW US TO RELAY INFORMATION TO YOU ONLINE. WE WILL LET YOU KNOW ABOUT THE NEW FUNCTIONS AVAILABLE, NEWS, AND OTHER IMPORTANT ITEMS.		
Please direct any questions regarding tax offset to Federal Collections and Enforcement at (202) 401-9389 *****		
----- End of Bulletin, Press ENTER to continue ----- ***** Bottom of Data *****		

6.3.5 DoS CERTIFICATION OR WITHDRAWAL (OPTION 6)

The DoS Certification or Withdrawal screen (Figure 6-11) gives a state the option to change the Passport Denial Exclusion Indicator for an obligor's case(s). Passport denial indicator changes that are submitted through this screen are processed on a daily basis. Messages provide immediate error feedback; therefore, no error response file is transmitted to the state.

Figure 6-11: DoS Certification or Withdrawal

OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 02/21/2005
FEDERAL OFFSET PROCESSING MENU		Time - 17:44
DOS CERTIFICATION OR WITHDRAWAL		
Enter SSN and State of obligor being Certified/Withdrawn and press "Enter".		
COMMAND ===> (End/F3 to Exit)		
SSN	===> _____	State Code ===> SS
Last Name	===>	Last Name ===>
First Name	===>	First Name ===>
Case Type	===>	Case Type ===>
DoS Status	===>	DoS Status ===>
Certify Date	===>	Certify Date ===>
Withdrawal Date	===>	Withdrawal Date ===>
PAS Exclusion	===>	PAS Exclusion ===>
Total Arrearage	===>	Total Arrearage ===>
Other States Denying Passport ===>		
Type of Action	===> _	(C=Certify for DoS or W=Withdraw from DoS)
Amount Paid	===> _____	(Optional field, round to nearest whole dollar)

If the state wants to withdraw an obligor from the Passport Denial Program, it would use the 'W' (withdraw) option. This will set the Passport Denial Exclusion Indicator for the obligor. The obligor, if currently eligible for Passport Denial, will be removed from the program. If the obligor is not yet eligible for submission, setting the exclusion indicator will prevent future submissions, regardless of the arrearage amount owed. Using the 'W' option will set the Passport Denial Exclusion Indicator for any active case(s) (TANF and/or Non-TANF) that the obligor has in the state.

If the state wants to certify an obligor currently excluded from the Passport Denial Program, it would use the 'C' (certify) option. This will remove the Passport Denial Exclusion Indicator for the obligor. The obligor, if currently eligible for Passport Denial, will be submitted to the program. If the obligor is not yet eligible for submission, removing the exclusion indicator will allow future submission (once the arrearage amount exceeds the Federally-mandated threshold). Using the 'C' option will remove the Passport Denial Exclusion Indicator for any active case(s) (TANF and/or Non-TANF) that the obligor has in the state.

If any other state has submitted the obligor to the Passport Denial Program, the obligor will be listed in the Other States Denying Passport field. States withdrawing (option 'W') an obligor from Passport Denial should be aware that the obligor cannot obtain a passport until all states that have submitted the obligor for Passport Denial also release the obligor from the program.

1. Enter the **SSN** in the SSN field, leaving the Command field blank.
2. Press **Enter**.
3. If the SSN is missing or incorrectly entered, an error message appears on the screen. If the case(s) for the entered SSN were deleted from the system, a message is displayed

indicating that there are no active cases for the SSN. If the SSN never existed on the system, a message is displayed indicating that the SSN was not found. Correct the SSN (if necessary) and press **Enter** to continue.

4. The DoS Certification or Withdrawal screen is redisplayed with the user's state in the State Code field, and the obligor's active TANF and/or Non-TANF information in the first and second column(s) (Figure 6-11).

This data is for informational use only, and therefore is not available for update from this screen. Refer to Chart 6-1, "DoS Certification or Withdrawal", for a complete description of the fields on the screen.

6.3.5.1 DoS Withdrawal

1. Type the letter **W** in the Type of Action field to release the selected obligor from the Passport Denial Program.
2. If known, type the **whole dollar value** of the amount paid by the obligor, without decimals, in the Amount Paid field (optional).
3. Press **Enter** to submit the new transaction.
 - If the Amount Paid field is greater than \$99,999, the screen will display a warning message. Press **Enter** a second time to accept the payment amount as entered, or modify the amount, and then press **Enter**.
 - If no payment amount was entered, the screen will display a reminder message to enter an amount. Press **Enter** a second time to process the transaction with a payment amount of zero, or modify the amount, and then press **Enter**.
 - If the obligor has previously been excluded from the Passport Denial Program for all active cases, a message will be displayed that the transaction was rejected. The obligor's information will be redisplayed. If the intent was to certify the case, refer to Section 6.3.5.2, "DoS Certification".
 - If the obligor has one or more active cases that are currently eligible for, or participating in Passport Denial, a message will be displayed that the transaction to set the exclusion indicator was accepted.
 - The entry screen will be displayed with a blank SSN field so the user may start the certification/withdrawal process for a new obligor.
4. There are two options for exiting the withdrawal process without completing the transaction:
 - Press **F3** to cancel the new transaction.
 - Type **END** in the Command field at the top of the screen and press **Enter** to cancel the new transaction.

6.3.5.2 DoS Certification

1. Type the letter **C** in the Type of Action field to submit the selected obligor to the Passport Denial Program.
2. Press **Enter** to submit the new transaction.

- If all active cases for the obligor are currently eligible for Passport Denial, a message will be displayed that the transaction was rejected. The obligor's information will be redisplayed. If the intent was to withdraw the case, refer to Section 6.3.5.1, "DoS Withdrawal".
 - If the obligor is currently excluded from Passport Denial for any active case(s), a message will be displayed that the transaction to remove the exclusion indicator was accepted. If the obligor is not eligible for Passport Denial, the case won't be sent to DoS until the arrearage amount exceeds the Federally-mandated threshold. The entry screen will be displayed with a blank SSN field so that the user may start the certification/withdrawal process for a new obligor.
3. There are two options for exiting the certification process without completing the transaction:
- Press **F3** to cancel the new transaction.
 - Type **END** in the Command field at the top of the screen and press **Enter** to cancel the new transaction.

CHART 6-1: DOS CERTIFICATION OR WITHDRAWAL	
Field Names	Field Description
Command	Press F3 , or type END and press Enter to return to the Federal Offset Processing Menu (Figure 6-5).
The fields that follow (up to Type of Action) are displayed in response to the SSN entered. Except for the Command field they are protected and may not be modified by this request.	
(STUSER)	The state code and two-digit numeric code of the user.
Date/Time	Indicates the Date and Time that the record was displayed.
Command	At the command prompt, type END and press Enter to return to the Federal Offset Processing Menu, Figure 6–5. Press F3 to also return to that menu.
SSN	Social Security Number of the obligor.
State Code	State that certified this case. States can only view their own cases.
Last Name	Last name of the obligor.
First Name	First name of the obligor.
Case Type	Type of Case: <ul style="list-style-type: none"> • A – TANF • N – Non-TANF
DoS Status	Indicates the obligor's current standing at DoS for the Passport Denial Program: <ul style="list-style-type: none"> • S – At DoS, a single case arrearage amount qualified the obligor.

CHART 6-1: DOS CERTIFICATION OR WITHDRAWAL	
Field Names	Field Description
DoS Status (continued)	<ul style="list-style-type: none">• C – At DoS, two case arrearage amounts combined qualified the obligor.• D – The obligor was at DoS, but has been removed from the program.• R – The obligor was sent to DoS, but was rejected by DoS edits.• Space – The obligor has not been sent to DoS for the program.
Certify Date	The date that the obligor was sent to DoS after being certified as eligible for the program.
Withdrawal Date	The date that the obligor was withdrawn from DoS, based on the obligor's cases being deleted, excluded from the program, or changed to MSFIDM-only status.
PAS Exclusion	<ul style="list-style-type: none">• P – This case is excluded from Passport Denial.• Space – This case is not excluded from Passport Denial.
Total Arrearage	Arrearage for this Case Type at the time of the request.
Other States Denying Passport	The state codes of one or more other states that are currently denying a passport to this obligor.
The following two fields may be entered to certify or withdraw the obligor from Passport Denial.	
Type of Action	<p>The action that is chosen will be applied to any active case(s) that the obligor has in the state.</p> <ul style="list-style-type: none">• W – To withdraw an obligor from the Passport Denial Program; this will set the Passport Denial Exclusion Indicator for the obligor.• C – To certify an obligor to the Passport Denial Program; this will remove the Passport Denial Exclusion Indicator for the obligor.
Amount Paid	Amount that was paid by the obligor to reduce his or her arrearage balance (optional). This field is valid only for the withdrawal action. The value should be rounded to a whole dollar amount, i.e., \$2637.49 should be entered as 2637.

6.3.6 CASE ADDRESS QUERY (OPTION 7)

This function allows a state to view addresses for an obligor that are stored at the Federal level for the state. Refer to Section 6.3.7, “Pre-Offset Notice Query (Option 8)”, to view the specific address used to send an OCSE-generated Pre-Offset Notice to an obligor.

6.3.6.1 Case Address Query Entry Screen

The Case Address Query Entry screen (Figure 6-12) allows a state to submit an SSN in order to view addresses for an obligor that are stored at OCSE.

Figure 6-12: Case Address Query Entry Screen

OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 05/06/2005
FEDERAL OFFSET PROCESSING MENU		Time - 11:46
QUERY ADDRESS MASTER		
COMMAND = = => _____		
SSN Request	====>	_____
State Request	====>	SS

1. Enter the **SSN** in the SSN field, leaving the Command field blank.
2. The State field is pre-filled with the state's two-character abbreviation.
3. Press **Enter** to display the Case Address Query Display screen (Figure 6-13).
4. To cancel the query, press **F3**, or type **End** in the Command field and press **Enter**.

6.3.6.2 Case Address Query Display Screen

The Case Address Query Display screen is presented with the obligor's address(es) (Figure 6-13). Refer to Chart 6-2, "Case Address Query Display Screen", for a complete description of the fields on the screen.

Figure 6-13: Case Address Query Display Screen

OFFICE OF CHILD SUPPORT ENFORCEMENT		Row 1 to 3 of 3
FEDERAL OFFSET PROCESSING MENU		Date - 02/15/2005
QUERY ADDRESS MASTER		Time - 11:10
Federal Tax Information		
(Use F7/F8 to page up/down list of addresses)		
COMMAND ===>		
Soc Sec No:	123 45 6789	State: SS
First Name:	John	Last: Doe
Source	Address	Dates
-----	-----	-----
OTHER	123 SENECA ST	Create : 01/16/2004
	ANYWHERE, XX	TANF FMS :
	12345-6789	NTANF FMS :
OTHER	456 BROAD ST	Create : 04/01/2003
	ANYWHERE, XX	TANF FMS : 05/01/2003
	12345-6789	NTANF FMS : 10/15/2004
STATE	789 GROVE ST	Create : 12/16/2004
	ANYWHERE, XX	TANF FMS : 12/16/2004
	12345-6789	NTANF FMS : 12/16/2004

CHART 6-2: CASE ADDRESS QUERY DISPLAY SCREEN	
Field Names	Field Description
Row A to B of C	A represents the row number of the first address displayed on this page. B represents the row number of the last address displayed on this page. C represents the total number of addresses for the obligor associated with this state and shown for this query.
Date/Time	Indicates the date and time the query was displayed.
Command	At the command prompt, type 'N' or 'P' and press Enter to go to the next page in the record or the previous page in the record. Press F3 to return to the Case Address Query Entry Screen.
Soc Sec No	Social Security Number of the obligor.
State	State that certified the case. States can only view addresses that are associated with their own state.
First Name	First name of the obligor.
Last (Name)	Last name of the obligor.
Source	The source of the address. The values for this field are: <ul style="list-style-type: none">• Other – obtained by the Federal Offset• System State – submitted by the state
Address	The obligor's address lines 1 and 2, and the obligor's city, state and ZIP code.
Create	The date that the address was first added to the Federal Offset Program.
TANF FMS	The date that the address was sent to FMS for the TANF case.
NTANF FMS	The date that the address was sent to FMS for the Non-TANF case.

6.3.7 PRE-OFFSET NOTICE QUERY (OPTION 8)

If OCSE issues Pre-Offset Notices on behalf of the state, the state can use this function to view the case-specific data from Pre-Offset Notices sent to an obligor (i.e., name, address, Case Type, etc.). Refer to Section 6.3.6, "Case Address Query (Option 7)", to view addresses stored for an obligor for the state.

6.3.7.1 Pre-Offset Notice Query Entry Screen

The Pre-Offset Notice Query Entry screen (Figure 6-14) allows a state to submit an SSN for an obligor in order to view the stored Pre-Offset Notice data.

Figure 6-14: Pre-Offset Notice Query Entry Screen

OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 05/06/2005
FEDERAL OFFSET PROCESSING MENU		Time - 11:46
QUERY NOTICE FILE		
COMMAND = = => _____		
SSN Request	====>	_____
State Request	====>	SS
Year Request	====>	_____

1. Enter the **SSN** in the SSN field, leaving the Command field blank.
2. The State field is pre-filled with the state's two-character abbreviation.
3. An optional year can be entered to limit the query to a specific year.
4. Press **Enter** to display the Pre-Offset Notice Query Display Screen (Figure 6-15).
5. To cancel the query press **F3**, or type **End** in the Command field and press **Enter**.

6.3.7.2 Pre-Offset Notice Query Display Screen

The Pre-Offset Notice Query Display screen is presented with the obligor's case-specific Pre-Offset Notice data (Figure 6-15). Refer to Chart 6-3, "Pre-Offset Notice Query Display Screen", for a complete description of the fields on the screen.

Figure 6-15: Pre-Offset Notice Query Display Screen

Page X of Y	OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 02/15/2005
	FEDERAL OFFSET PROCESSING MENU		Time - 11:10
	QUERY Notice File		
COMMAND ===> (N for next page, P for previous page)			
Soc Sec No :	123 45 6789	Case Type: A	State: SS PON Request: NEW
First Name:	John	Last: Doe	
Case ID :	000000000123456	Pre-Offset Date :	01/06/2005
		Pre-Offset Amount:	\$15,000
Street :	123 BROAD ST		
	APT A		
City/State:	ANYWHERE, XX	ZIP:	12345-6789
Local Code:	001		

CHART 6-3: PRE-OFFSET NOTICE QUERY DISPLAY SCREEN	
Field Names	Field Description
Page X of Y	X represents the individual page that is being viewed. Y represents the total number of pages available to display for this case.
Date/Time	Indicates the Date and Time the record was displayed.
Command	At the command prompt, type N or P and press Enter to go to the next page in the record or the previous page in the record. Press F3 to return to the Pre-Offset Notice Query Entry Screen.
Soc Sec No	Social Security Number of the obligor.
Case Type	Type of Case: <ul style="list-style-type: none"> • A – TANF • N – Non-TANF
State	State that certified the case. States can only view PONs that are issued by OCSE for their own state.
PON Request	The type of request that generated the PON. The values for this field are: <ul style="list-style-type: none"> • ALLPON – The state requests PONs for all of its cases. • SUPPLEMENTAL – The state requested an additional PON for an individual case. • NEW – The PON request was generated from an Add or Re-certify transaction.
First Name	First name of the obligor.
Last (Name)	Last name of the obligor.
Case ID	ID that was given to this case by the state that is listed on the PON.
Pre-Offset Date	Date that the PON was mailed.
Pre-Offset Amount	Obligor's arrearage amount at the time the PON was generated.
Street	Address line(s) where the PON was sent.
City/State	Obligor city and state where the PON was sent.
Zip	Obligor ZIP code.
Local Code	State/local contact information code for the obligor at the time the PON was generated.

6.3.8 CASE QUERY (OPTION 9)

This function allows states to view all available case information and detail history through one query screen.

6.3.8.1 Case Query Entry Screen

The Case Query Entry screen (Figure 6-16) allows states to enter an obligors' SSN and Case Type, as well as an individual year or range of years for the detail history data. The transaction history can be queried for up to seven years prior to the current year.

Figure 6-16: Case Query Entry Screen

OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 05/06/2005	
FEDERAL OFFSET PROCESSING MENU		Time - 11:46	
CASE QUERY			
COMMAND = = => —			
Enter SSN	====>	_____	
From Year	====>	_____	To Year ==> _____
State	====>	SS	
Case Type	====>	—	
(Leave From and To Year blank to get 12 month rolling year data)			

1. Enter the **SSN** in the SSN field, leaving the Command field blank.
2. There are several methods available for the user to enter From Year and To Year data:
 - To view detail data from the last 12 months, leave the year fields blank. The details created within one year of the current date will be shown.
 - To view detail data from a single calendar year, enter the **specific year** desired in the From Year field.
 - To view detail data for a range of years, enter the **older year** in the From Year field, and the **more recent year** in the To Year field.
 - Entering a future year or a year older than seven years will cause an error message to display on the screen.
3. The State field is pre-filled with the state's two-character abbreviation.
4. Enter the **Case Type** (optional) to limit the query to a specific Case Type.
5. Press **Enter** to display the Case Query Display Screen (Figure 6-17).
6. To cancel the query press **F3**, or type **End** in the Command field and press **Enter**.

6.3.8.2 Case Query Display Screen

The Case Query Display Screen (Figure 6-17) is a two-part screen. "Part 1 of 2" in the upper-left corner of the screen identifies the first screen, and "Part 2 of 2" identifies the second screen. Together, the screens provide case and detail history information for obligors.

The YTD Collection, Adjustment, and State Payment information, located on the "Part 1 of 2" screen, will only reflect the current processing year's activity, regardless of the year or range of years that are entered. Refer to Chart 6-4, "Case Query Display Screen", for a complete description of the fields on the screens.

Figure 6-17: Case Query Display Screen (Part 1 of 2)

Page 1 of 5	OFFICE OF CHILD SUPPORT ENFORCEMENT		Date - 02/15/2005
As Of: 2005	FEDERAL OFFSET PROCESSING MENU		Time - 11:10
	CASE QUERY		
	Federal Tax Information		
COMMAND ==>	(Enter N-Next, P-Previous, S-Show Details, or F3-Exit)		
SSN 123-45-6789	State Code: SS	Case Type: TANF (A)	
Name: Doe, John *		Local Code: 001	

CASE INFORMATION	Status: DELETED	Inception Date	: 02/21/2003
Case Id	: 000000000123456	Recertification Date	:
PON Date	: 03/01/2003	OCSE Debt Closed Date	: 12/16/2004
Original Arrears	: \$6,000.00	Add Sent To FMS	: 04/01/2003
Current Arrears	: \$0.00	Delete Sent To FMS	: 12/16/2004
Arrears Update Date	: 12/16/2004	Transfer State:	Local:
Exclusions:			

DOS INFORMATION	Status	: D	ID Verification	:
Send Date: 06/23/2003	Withdrawal Date	: 12/17/2004	Certify Amt	: \$5,000.00
POB: HERE	DOB	: 05/05/1940	Gender	: Male

COLLECTION INFORMATION	YTD State Payments	:
YTD Collection ADM	YTD Claim ADM	:
YTD Collection TAX:	YTD Claim TAX	:

Figure 6-18: Case Query Display Screen (Part 2 of 2)

Page 2 of 5	OFFICE OF CHILD SUPPORT ENFORCEMENT		Row 1 to 14 of 14
	FEDERAL OFFSET PROCESSING MENU		Date - 02/15/2005
	Federal Tax Information		Time - 11:10
COMMAND ==>	(Enter N-Next, P-Previous, S-Show Details, or F3-Exit)		
	(Use F7/F8 to page up/down)		
SSN 123-45-6789	Process Years: 2003-2004		

Type	Date MDY	ST	Case	Amount	Tax Pd	Adj Year	Trace	Text
DOS DEL	12/17/04	SS						DOS WITHDRAWAL/DEL
DELETE	12/16/04	SS	A					DELETED FROM FILE
IRS CLM	11/10/04	SS	A	\$1,100.00		2004	A21756000	
IRS OFF	04/03/04	SS	A	\$2,200.00	0318			2/DOE, JOHN & JANE
MODIFY	01/06/04	SS	A	\$5,000.00				AMOUNT CHANGED
EXCL	12/02/03	SS	A					A
PAYMNT	10/12/03	SS	A	\$1,000.00				STATE PAYMENT ACCEPTED
MODIFY	10/01/03	SS	A	\$5,800.00				AMOUNT CHANGED
DOS NAM	08/21/03	SS						DOE, JAMES
NAM CHG	08/20/03	SS						DOE, JAMES
DOS ADD	06/23/03	SS	A	\$2,000.00				DOS CERTIFY/ADD
	06/23/03	SS	N	\$3,000.00				
LOCAL	05/19/03	SS	A					002
MODIFY	04/19/03	SS	A	\$3,000.00				AMOUNT CHANGED
ADD	02/21/03	SS	A	\$6,000.00				ADD ACCEPTED

CHART 6-4: CASE QUERY DISPLAY SCREEN (PART 1 OF 2)	
Field Names	Field Description
Page X of Y	X represents the individual page that is being viewed. Y represents the total number of pages available to display for this case.
As Of	Indicates the information displayed on the screen is for the current processing year.
Date/Time	Indicates the date and time that the record was displayed.
Command	At the command prompt, type N , P , or S and press Enter to go to the next page in the record, previous page in the record, or directly to the history information page. Press F3 to return to the Case Query Entry Screen (Figure 6-16).
SSN	Social Security Number of the obligor.
State Code	State that has certified this case. States can only view their own cases.
Case Type	Type of Case: <ul style="list-style-type: none"> • TANF (A) • Non-TANF (N)
Name	Name of the obligor. An asterisk next to the name indicates that the name has been changed.
Local Code	State/local contact information code.
CASE INFORMATION	This section of the screen contains information for the specific Case Type being viewed.
Status	Shows the status of the case: <ul style="list-style-type: none"> • PENDING – Case is waiting for the state-determined holding period to be forwarded to FMS. • ACTIVE – Case has met the state-determined holding period and has been forwarded to FMS. • DELETED – Case has been closed. • MSFIDM-ONLY – Case is MSFIDM-only and is not eligible for any other enforcement remedies.
Inception Date	The date that the case was originally added to the OCSE Case Master File.
Case ID	ID that was given to this case by the state.
Recertification Date	The date that the case was last recertified by the state.
PON Date	The date that the Pre-Offset Notice was sent to the obligor.
OCSE Debt Closed Date	The date that the case was closed at OCSE.
Original Arrears	Arrearage at the time the case was certified or recertified.

CHART 6-4: CASE QUERY DISPLAY SCREEN (PART 1 OF 2)

Field Names	Field Description
Add Sent to FMS	The date that the case was forwarded to FMS. This date is updated for a new or recertified case sent to FMS.
Current Arrears	Arrearage at the time of the query.
Delete Sent to FMS	The date that the case was forwarded to FMS to be closed.
Arrears Update Date	The date of the last update to the Current Arrears field. This date is updated even if the transaction amount was the same as the current arrears amount.
Transfer State	State to which the case was transferred for administrative review.
Local	Local code for the transfer state.
Exclusions	<p>Indicates the remedies from which the obligor is being excluded.</p> <ul style="list-style-type: none"> • ADM – The obligor is excluded from all Administrative Offsets (SAL, RET, VEN). • SAL – The obligor is excluded from Federal Salary Offset (pre-set on all cases at FMS). • RET – The obligor’s Federal retirement entitlement is excluded from intercept. • TAX – The obligor’s Federal income tax refund is excluded from intercept. • VEN – The obligor’s vendor/miscellaneous payments are excluded from intercept. • PAS – The obligor is excluded from the Passport Denial Program. • FIN – The obligor is excluded from the MSFIDM Program. • DCK – The case is excluded from the Debt Check Program (for participating states).
DoS INFORMATION	This section of the screen contains information specific to the obligor’s participation in the Passport Denial Program.
Status	<p>Indicates whether the obligor is at DoS for the Passport Denial remedy:</p> <ul style="list-style-type: none"> • S – At DoS, one modified arrearage amount qualified the obligor. • C – At DoS, two modified arrearage amounts qualified the obligor. • D – The obligor was at DoS, but has been removed from the remedy. • R – The obligor was sent to DoS, but was rejected by DoS edits. • Space – The obligor has not been sent to DoS for the remedy.

CHART 6-4: CASE QUERY DISPLAY SCREEN (PART 1 OF 2)	
Field Names	Field Description
ID Verification	Indicates the obligor's status for the identification data used in the Passport Denial Program (place of birth, date of birth, and gender): <ul style="list-style-type: none"> Invalid DOB – the obligor's date of birth makes him or her less than 12 or greater than 110 years old. Invalid POB – the obligor's place of birth is not available. Invd DOB/POB – the obligor's date and place of birth are invalid. No Data – the obligor's date and place of birth are not available. Space – the obligor has a valid date and place of birth.
Send Date	The date that the obligor was certified as eligible and sent to DoS for the Passport Denial remedy.
Withdrawal Date	The date that the obligor was withdrawn from DoS, based on the obligor's cases being excluded from the Passport Denial remedy, or being in Delete or MSFIDM-only status.
Certify Amt	The modified arrearage amount of the case/cases that were used to certify the obligor as eligible for the Passport Denial remedy. If the obligor was certified prior to August 2003, this data is not available.
POB	Place of birth of the obligor.
DOB	Date of birth of the obligor.
Gender	Gender of the obligor.
COLLECTION INFORMATION	This section of the screen contains information specific to the obligor's current year collections, adjustments, and state payments for the case being viewed.
YTD State Payments	Payments that were made by the state to the obligor for offset collections made in the current calendar year.
YTD Collection ADM	Total year-to-date administrative offset collections for the current calendar year.
YTD Claim ADM	Total year-to-date administrative offset adjustments taken by FMS for the current calendar year.
YTD Collection TAX	Total year-to-date tax offset collections for the current calendar year.
YTD Claim TAX	Total year-to-date tax offset adjustments taken by the IRS for the current calendar year.

CHART 6-5: CASE QUERY DISPLAY SCREEN (PART 2 OF 2)

Field Names	Field Description
Row A to B of C	<ul style="list-style-type: none"> • A represents the row number of the first detail record displayed on this page. • B represents the row number of the last detail record displayed on this page. • C represents the total number of detail records for the obligor associated with this state and shown for this query.
Page X of Y	X represents the individual page that is being viewed. Y represents the total number of pages available to display for this case.
Date/Time	Indicates the date and time that the record was displayed.
Command	<p>At the command prompt type N, P, F, or S and press Enter to go to the next case, the previous case, the first case, or directly to the history information page for the obligor.</p> <p>Going to the first case (F) is only available from the Show-Details (S) page.</p> <p>Press F3 to return to the Case Query Entry Screen (Figure 6-16).</p>
SSN	Social Security Number of the obligor.
Process Years	Contains the year or range of years of detail information requested
The following fields will occur for each transaction type associated with the case:	
Type	<p>Type of transaction that occurred. Examples are:</p> <ul style="list-style-type: none"> • ADD – Case was added or re-certified on the OCSE Case Master file. • ADM CLM – FMS reversed an administrative tax offset. • ADM OFF – An administrative payment was offset. • CASE ID – The state submitted an ID change. • DELETE – Case was closed on the OCSE Case Master file. • DOS ADD – Obligor was sent to DoS for the Passport Denial remedy. • DOS DEL – Obligor was withdrawn from DoS and the Passport Denial remedy. • DOS NAM – Name change was sent to DoS for an obligor already at DoS and the Passport Denial remedy. • DOS REJ – Obligor was sent to DoS, but rejected by DoS for the Passport Denial remedy because of DoS edits. • EXCL – The state submitted a change to a case's exclusions. • IRS CLM – The IRS reversed a Federal tax offset. • IRS OFF – The IRS intercepted the obligor's Federal tax return.

CHART 6-5: CASE QUERY DISPLAY SCREEN (PART 2 OF 2)	
Field Names	Field Description
Type (continued)	<ul style="list-style-type: none"> • LOCAL – The state submitted a change to the state/local contact information code. • MODIFY – The state submitted a change to the arrearage balance for the case. • NAM CHG – The state submitted a change to the obligor name. • PAS ADD – The state or headquarters (for the state) added the exclusion for the Passport Denial remedy to the case. • PAS RMV – The state or headquarters (for the state) removed the exclusion for the Passport Denial remedy from the case. • PAYMNT – The state made a state payment. • REJECT – The transaction was rejected. • TRANSF – The state submitted a change to the state the case was transferred to for administrative review.
Date MDY	The date listed on the screen is the date OCSE processed the transaction.
ST	State that initiated a particular transaction or received an offset.
Case	<p>The case will be listed as:</p> <ul style="list-style-type: none"> • A – TANF • N – Non-TANF • Spaces – Used for Name Changes (NAM CHG), DoS Adds (DOS ADD), DoS Name Changes (DOS NAM), and DoS Deletes (DOS DEL).
Amount	<p>Based on Transaction Type:</p> <ul style="list-style-type: none"> • ADD – Amount submitted for the arrearage balance. • MODIFY – Amount submitted for the arrearage balance. • PAYMNT – The state payment amount. • IRS OFF – The amount intercepted from a tax refund payment. • ADM OFF – The amount intercepted from an administrative payment. • IRS CLM – The amount of an offset refunded by IRS to the obligor. • ADM CLM – The amount of an offset refunded by FMS to the obligor. • DOS ADD – On the first line, the TANF arrearage amount used to certify the obligor for DoS. On the second line, the Non-TANF arrearage amount used to certify the obligor for DoS.

CHART 6-5: CASE QUERY DISPLAY SCREEN (PART 2 OF 2)	
Field Names	Field Description
Tax Pd	The year and cycle that the individual transaction was processed (YYCC). For example, 0517 would indicate that the transaction was processed in the 17th cycle of 2005.
Adj Year	Year that the offset associated with the adjustment occurred.
Trace	The trace number assigned to a collection by FMS and returned as an identifier with a collection or associated adjustment.
Text	<p>Based on Transaction Type:</p> <ul style="list-style-type: none"> • ADD – Shows one of the following: Add Accepted Recertify Accepted • ADM OFF – The name on the offset is shown. • CASE ID – The previous CASE-ID is shown. • DELETE – Shows one of the following: Deleted From File Zero Balance Delete DoS History Delete Missing Address Delete Add/Recertify Delete • DOS ADD – DoS Certify/Add is shown. • DOS DEL – DoS Withdrawal/Del is shown. • DOS NAM – The name previously at DoS is shown. • DOS REJ – DoS Reject is shown. • EXCL – The previous exclusion indicators that were on the case are shown (A = ADM, R = RET, V=VEN, S=SAL, T=TAX, P = PAS, F = FIN, D = DCK, Space = no previous exclusions). • IRS OFF – The name(s) on the offset are shown. Preceding the name is the joint return/injured spouse value: 0 – no joint return was filed. 2 – a joint return was filed, but no injured spouse claim information was available. 3 – an injured spouse claim was processed for a joint-return on a Non-TANF case. • LOCAL – The previous local code value is shown. • MODIFY – Shows one of the following: Amount Changed Amt Chgd PON Prtd Amt Chgd PON Rjct

CHART 6-5: CASE QUERY DISPLAY SCREEN (PART 2 OF 2)	
Field Names	Field Description
Text	<ul style="list-style-type: none">• NAM CHG – The name previously on OCSE’s Master file is shown.• PAYMNT – St Pmt Accepted is shown.• REJECT – The reason for the FMS rejection is listed.

PART 7: FILE TRANSMISSION

7.0 FILE TRANSMISSION OVERVIEW

7.1 CONNECT:Direct

The Administration for Children and Families (ACF) has a formal agreement with the Social Security Administration (SSA) that allows states to send and receive data through SSA's existing network. State agencies transmit their case data and local address data to OCSE through this network. OCSE transmits the following material to the states through the network:

1. Rejected Case Submission and Update File
2. Unaccountable Missing Address File
3. Collection and Adjustment File
4. Collection and Adjustment Reports
5. Weekly Update Report

Each state has one data center within the network, and there are three data center types:

1. Hub
2. Spoke
3. Type-4 Spoke

Each state has a copy of CONNECT:Direct (C:D), the protocol software that allows data centers within the network, and across networks, to send and receive large amounts of data using a mainframe-to-mainframe data exchange. The basic element of C:D is a file transfer process.

State agencies transmit their case files and local address files to the Federal Offset Program (FOP) using C:D. The records must be in the appropriate record format. Refer to Appendix E, "Input Record Specifications", and Appendix F, "Output Record Specifications", for the record layout requirements and field descriptions.

To initiate the transfer of data using C:D, a state must initiate predefined processes that consist of single 'COPY' statements or combinations of multiple statements separated by conditional logic. Processes can trigger transfers at a requested time under predetermined criteria. Six different activities may be specified in a process:

1. Move files among systems
2. Submit jobs
3. Execute programs
4. Submit other processes
5. Build and resolve symbolic values
6. Alter the sequence of process execution through conditional logic.

CONNECT:Direct has a checkpoint/restart feature. It eliminates the need to retransmit an entire file in the event of a transmission failure. If a transfer error occurs, the software automatically restarts transmission at the most recent checkpoint. C:D also automatically generates online statistics for security, auditing, and accounting purposes. This allows states to assess the usage of network resources and to determine how to improve network efficiency.

States must take the following steps to begin using the C:D network to transmit FOP data:

1. Identify the data center that is connected to the SSA C:D network.
2. Identify the person responsible for creating the C:D process to transmit data.
3. Determine the data center's C:D type (Hub, Spoke or Type-4 Spoke).
4. Distribute the appropriate C:D form and sample Job Control Language (JCL) to the C:D contact. Complete this form and submit it to the Federal technical liaison. Federal programmers use the information on this form to create the C:D processes. The sample JCL provides instructions to the programmer and supplies examples of how to create the necessary C:D process to submit Federal Offset data.
5. Create the C:D processes JCL necessary to submit data to the FOP.
6. Contact the C:D technical liaison to schedule a test to determine the success of submitting data to and receiving data from the FOP (refer to Chart D-1, "Technical Assistance" for C:D contact information).

7.1.1 SAMPLE DATA TRANSFER REQUEST FORM

Figure 7-1, "Data Transfer Request Form", is a sample of the SSA C:D registration form. The instructions for completing the form are given in Section 7.1.2, "Data Transfer Request Form Instructions". This form must be completed for each data set that will be transmitted between the user and SSA.

Figure 7-1: Data Transfer Request Form

DATA TRANSFER REQUEST			
04/98			
TO: <u>DCOPC/BSPIB/UIT</u> _____			
FROM: _____			
DATE: _____			
Requestor's Name	Phone Number	Fax Number	Component
REASON FOR REQUEST: NEW FILE: _____ CHANGE: _____			
DATA FLOW: INCOMING DATA: _____ OUTGOING DATA: _____			
IMPLEMENTATION DATE (Allow a 3 week lead time): _____			
DATA TRANSFER METHOD:			
CONNECT:Direct: _____ BDTU: _____			
External CONNECT:Direct users submitting this request must provide their BatchID/UserID and the name and phone number of the ID owner.			
BatchID/UserID: _____		Owner Name: _____	
Owner Phone Number: _____		Owner Fax Number: _____	
<u>FILE CREATION</u>			
COMPLEX: PPF1 _____ MISF _____			
SITE NAME: _____			
DATA SET NAME: _____			
SIZE IN BYTES: _____			
CREATING JOB NAME (if SSA application): _____			
<u>FILE DESTINATION</u>			
COMPLEX: PPF1 _____ MISF _____			
SITE NAME: _____			
SERVER ADDRESS: Ring Number: _____ Device Number: _____			
DATA SET NAME: _____			
Will the receipt of this data set trigger a Control-M job? Please provide details in Special Instructions.			
SPECIAL INSTRUCTIONS (include special device types, addresses, job triggers, etc.):			

** AFTS FILEWATCHER control information:			

7.1.2 DATA TRANSFER REQUEST FORM INSTRUCTIONS

Provide the information below in the appropriate blanks on the form. Each section of the form and what must be filled in is displayed in the following charts.

Requestor Information:

Name: Provide the name of the person requesting the action.
Phone Number: Provide the telephone number of the person requesting the action.
Fax Number: Provide the fax number of the person requesting the action.
Component: Provide the requestor's SSA component or agency equivalent.

Reason for Request: Check the appropriate response. This should be "NEW FILE" or "CHANGE" only.

Data Flow: Indicate whether the file is incoming or outgoing. An incoming file is sent from a user to SSA. An outgoing file is sent from SSA to a user.

Implementation Date: Provide the expected date that the files are to be used in the production environment. Please allow three weeks lead time. Lead time is needed for setup and testing (when applicable).

Data Transfer Method: Indicate which file transfer product will be used to move data to and from SSA – select "C:D". SSA recommends a Point-of-Entry access method to allow proper security access to the Data Center. External users who are submitting the request form must include and identify the BatchID or UserID that will be used to submit their processes. Provide the name, telephone and fax number of the ID owner for contact purposes.

CHART 7-1: FILE CREATION	
Field Names	Instructions
Complex	Provide the Complex where the file is generated. If the request is from an external user (i.e., state or Federal agency or outside user), that user must provide the Site Name.
Site Name	If the request is from an external user (i.e., state or Federal agency or outside user), that user must provide the Site Name. This is the user's C:D Node Name.
Data Set Name	Provide the exact Data Set Name being transferred.
Size in Bytes	Provide the total file Size in Bytes – not the record length of the file. This number should be the estimated total amount of space the file will require.
Creating Job Name	If the requestor is an internal user, the name of the application creating the file must be provided. External users need only provide their Site Name or C:D Node Name.

CHART 7-2: FILE DESTINATION	
Field	Instructions
Complex	Provide the Complex that will receive the file. If the receiving site is outside SSA, provide the Site Name and/or Server Address.
Site Name	If the receiving site is outside SSA, provide the Site Name. This is the user's C:D Node Name.
Server Address	If the receiving site is outside SSA, provide the address. The Server Address must include the Ring Number and Device Number.
Ring Number	Provide the Ring Number of the file server that will receive the file.
Device Name	Provide the Device Number.
Data Set Name	Provide the exact Data Set Name that the receiving site will receive.
Special Instructions	Explain any special transmission or handling requirements (e.g., job or task triggering, special device address or name, DMBATCH use, etc.).
AFTS FileWatcher Control Information	If the AFTS file uses the FileWatcher utility, provide the necessary parameters for all statements needed for the file. The Scheduling Analyst Team will code the statements for the rule file.

7.1.3 SAMPLE JCL FOR CONNECT:DIRECT

Figure 7-2, "Sample JCL for CONNECT:Direct", displays sample JCL that states may use to build the job that will transmit FOP data files to the SSA Data Center. Substitute the actual values for the C:D data set names. Other information may require modification to conform to each data center environment.

Figure 7-2: Sample JCL For CONNECT:Direct

```
//JOBSEND JOB
(OCSE,XYX), 'FCRXMIT', CLASS=E, MSGCLASS=T, NOTIFY=XYX
/*
//DMBATCH EXEC PGM=DMBATCH, REGION=1M, PARM=(YYSLYNN)
//STEPLIB DD DISP=SHR, DSN=SYS3.NDM.STAND.LOADLIB
//DMNETMPA DD DISP=SHR, DSN=SYS3.NDM.STAND.NETMAP
//DMPUBLIB DD DISP=SHR, DSN=SYS3.NDM.STAND.PROCESS.LIB
//DMMSGFIL DD DISP=SHR, DSN=SYS3.NDM.STAND.MSG
//DMPRINT DD SYSOUT=*
//SYSPRINT DD SYSOUT=*
//NDMCMD5 DD SYSOUT=*
//SYSUDUMP DD SYSOUT=*
//SYSIN DD *
SIGNON
SUBMIT PROC=SENDUPDI NOTIFY=XYX &RUNDATE=990820
SIGNOFF
/*
//
```

Place the following process, SENDUPDI, into the Partitioned Data Set (PDS) library referenced by the above DMPUBLIB DD statement. Substitute the agency or state name where the *Snn* appears. Substitute the CONNECT:Direct Node Name for PNODE=.

```
SENDFCR PROCESS PNODE=NDM.SGA.Snn SNODE=NDM.SSA.MISF
*
STEP1 SUBMIT DSN=NDMNCC.Snn.PROCESS.LIB(TAXUPDI) -
SUBNODE=SNODE -
&RDATE=&RUNDATE
```

7.1.4 CONNECT:DIRECT TECHNICAL SUPPORT

States can receive technical support regarding the C:D process and protocols. Refer to Chart D-1, "Technical Assistance" for C:D contact information.

7.1.5 TRANSMISSION SITE

Each state must have only one C:D Transmission Site. All transactions for a state must be submitted from the same site. States that have chosen to house their Federal Offset data in a location that is different from this C:D site must ensure that their transmission comes from one C:D site.

PART 8: SECURITY AND CONFIDENTIALITY

8.0 SECURITY AND CONFIDENTIALITY OVERVIEW

Computer security and confidentiality of data are important considerations for state IV-D Agency personnel who use the Federal Offset Program (FOP). Liability for violation of security and confidentiality requirements can be substantial, including imposition of penalties and fines against individuals under some circumstances.

Federal law establishes general rules regulating the safeguarding of information handled by state IV-D Agencies. Though these general rules are applicable to the FOP, there are also specific rules governing computer security and confidentiality of data. Among other things, these rules specify:

- where Federal Offset data is maintained,
- how Federal Offset data is transmitted, and
- the source of a Federal payment subject to offset.

Part 8 highlights the key security and confidentiality considerations that affect FOP users. It begins by describing the general rules that protect all of the information that is handled by state IV-D Agencies, including Federal Offset information.

Part 8 then summarizes the specific rules that apply when Federal Offset data is maintained in a IV-D Agency's statewide automated system. Next, it examines special considerations that arise when Federal Offset data is transmitted between a state IV-D Agency and OCSE, or between two or more state IV-D Agencies. Finally, Part 8 concludes by examining safeguard provisions that apply when a Federal income tax refund is offset. For additional information, refer to Chart D-2, "Program Assistance", "Security and Confidentiality", for contact information.

8.1 General Safeguarding Requirements

Federal law requires that the state IV-D Agency have in effect safeguards, applicable to all confidential information that is handled by the state agency, designed to protect the privacy rights of the parties. To the extent that data used in the FOP is confidential information, state IV-D Agencies must apply these safeguards to the FOP. In pertinent part, these safeguards include the following:

- safeguards against unauthorized use or disclosure of information relating to proceedings or actions to establish paternity, or to establish, modify, or enforce support, or to make or enforce a child custody determination.
- prohibitions against the release of information on the whereabouts of one party or the child to another party against whom a protective order with respect to the former party or the child has been entered.
- prohibitions against the release of information on the whereabouts of one party or the child to another person, if the state has reason to believe that the release of information to that person may result in physical or emotional harm to the party or the child.

8.2 Computer Security and Confidentiality Requirements Related to the Statewide Automated System

Case information that is submitted to OCSE for offset is typically maintained in the statewide automated system that is required pursuant to Federal law. Thus, the safeguards that govern data in the automated system apply to data that is used by the state IV-D Agency for purposes of the FOP.

Federal law requires the state IV-D Agency to have in effect safeguards for the integrity, accuracy, completeness, access to, and use of data in the automated system. As described in more detail below, these safeguards must include policies restricting access, systems controls, training and information, and penalties.

- **Policies Restricting Access.** The state IV-D Agency must have written policies concerning access to data by state agency personnel and the sharing of data with other persons. These policies must permit access to, and use of, data only to the extent necessary to carry out the state IV-D Program, and must specify the data that may be used for particular program purposes and the personnel permitted access to such data.
- **Systems Controls.** The state IV-D Agency must have systems controls, such as passwords or blocking fields, to ensure that there is strict adherence to the written policies described immediately above.
- **Monitoring of Access.** The state IV-D Agency must routinely monitor access to and use of the automated system, through methods such as audit trails and feedback mechanisms, to guard against and properly identify unauthorized access or use.
- **Training and Information.** The state IV-D Agency must have procedures to ensure that all personnel (including state and local agency staff and contractors), who may have access to, or be required to use confidential program data, are informed of applicable requirements and penalties (including those in Section 6103 of the Internal Revenue Code of 1986), and are adequately trained in security procedures.
- **Penalties.** The state IV-D Agency must have administrative penalties (up to and including dismissal from employment) for unauthorized access to, or disclosure of, confidential data.

In addition, FOP users must ensure that they comply with Federal regulations that pertain to automated systems, as well as the computer security and data confidentiality requirements set forth in the OCSE publication, *Automated Systems for Child Support Enforcement: A Guide for States*.

8.3 Computer Security and Confidentiality Requirements that Apply to the Transmission of Data

When submitting a case to the FOP, a state IV-D Agency may transmit the required data to the Financial Management Service (FMS) via OCSE by using CONNECT:Direct (C:D) or the FOP Online System. OCSE returns Federal Offset data and payments to the state IV-D Agency via C:D.

If a state IV-D Agency is exchanging Federal Offset data with another state IV-D Agency, interstate communication may occur by one of two available methods. The preferred mode of data exchange is CSENet 2000. States may also exchange Federal Offset data using the interstate transmittal forms that are approved by OCSE, the topic of OCSE Action Transmittal 97-06.

Both the exchange of Federal Offset data between a state IV-D Agency and OCSE and the exchange of Federal Offset data between a state IV-D Agency and the IV-D Agency of another state are governed by the general rules that relate to safeguarding data that is handled by the IV-D Agency, described in Section 8.1, “General Safeguarding Requirements”. For data exchanges via CSENet 2000, the CSENet Interface Guidance Document provides further detail about this method for exchanging Federal Offset data.

In addition, special rules may apply if the information that is received by the state pertains to the offset of a Federal income tax refund. (See the next section for information on where to locate the special rules.)

8.4 Computer Security and Confidentiality Requirements that Apply in Cases of Federal Income Tax Refund Offset

If the Federal payment subject to offset for the purpose of collecting delinquent child support obligations is a Federal income tax refund, the offset is subject to special computer security and confidentiality requirements. These requirements are set forth in Section 6103 of the Internal Revenue Code of 1986 and the Internal Revenue Service’s (IRS) Publication 1075, *Tax Information Security Guidelines for Federal, State and Local Agencies*, revised June 2000 (refer to Chart D-3, “Online Resources”, “IRS Web Sites” for links to these documents).

APPENDICES

A. ACRONYMS LIST

ABA (Number)	American Banker's Association Number
ACF	Administration for Children and Families
ACH	Automated Clearinghouse
AFDC	Aid to Families with Dependent Children (replaced by the TANF program)
AT	Action Transmittal
C:D	CONNECT:Direct
CCPA	Consumer Credit Protection Act
CFR	Code of Federal Regulations
CP	Custodial Party
DCIA	Debt Collection Improvement Act
DCL	Dear Colleague Letter
DoD	Department of Defense
DoS	Department of State
EFT	Electronic Funds Transfer
FCR	Federal Case Registry
FPLS	Federal Parent Locator Service
FIDM	Financial Institution Data Match
FMS	Financial Management Service
FO Bulletin	Federal Offset Bulletin
FOP	Federal Offset Program
FSA	Family Support Act
HHS	Health and Human Services
IRC	Internal Review Code
IRS	Internal Revenue Service
ISP	Internet Service Provider
ITIN	Individual Taxpayer Identification Number
IV-D	Title IV-D of the Social Security Act of 1975; a.k.a. Child Support Enforcement
IV-E	Foster Care and Adoption Assistance
JCL	Job Control Language
MSFI	Multistate Financial Institution
MSFIDM	Multistate Financial Institution Data Match
NCP	Non-custodial Parent
NDNH	National Directory of New Hires
NIH	National Institute of Health
NPIC	National Passport Information Center
OCSE	Office of Child Support Enforcement

OPM	Office of Personnel Management
PON	Pre-Offset Notice
PRWORA	Personal Responsibility and Work Opportunity Reconciliation Act of 1996
PSC	Program Support Center
RAL	Refund Anticipation Loan
SSA	Social Security Administration
SBA	Small Business Administration
SSN	Social Security Number
TANF	Temporary Assistance for Needy Families (formerly referred to as Aid to Families with Dependent Children (AFDC), Title IV-A of the Social Security Act of 1975)
TCC	Technical Content Correspondence
TOP	Treasury Offset Program
USC	United States Code
VPN	Virtual Private Network

B. GLOSSARY OF TERMS

ACTION TRANSMITTAL (AT) A document that is sent out as needed, which instructs state child support programs about the actions they must take in order to comply with Federal laws. This has its basis in Federal law and regulations.

ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) The agency in Health and Human Services (HHS) that houses the Office of Child Support Enforcement (OCSE).

ADMINISTRATIVE OFFSET The process of withholding all, or part, of administrative payments (any non-tax related payment) that is paid by the Federal government to a person or entity that owes an outstanding delinquent non-tax debt to the government, and applying the funds to reduce or satisfy the debt.

ADJUSTMENT See REVERSALS.

AID TO FAMILIES WITH DEPENDENT CHILDREN (AFDC) The former entitlement program that made public assistance payments on behalf of children who did not have the financial support of one of their parents by reason of death, disability, or continued absence from the home. This is known as Aid to Dependent Children (ADC) in many states. It was replaced by the Temporary Assistance for Needy Families (TANF) program under the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA).

ARREARAGE The past due, unpaid child support amount that is owed by a non-custodial parent (NCP). If the parent has arrearages, s/he is said to be “in arrears”.

CASE With respect to the Federal Offset Program, ‘case’ refers to a unique state, SSN and case type combination. A case at the state level refers to a Child Support Enforcement Case, or a Non IV-D Support Order that is registered in the Federal Case Registry (FCR) with at least one custodial party (CP), non-custodial parent (NCP), or putative father (PF).

CHILD SUPPORT The financial support that is paid by a parent to help support a child, or children, of whom they do not have custody. Child support can be entered into voluntarily or can be ordered by a court or a properly empowered administrative agency, depending on each state’s laws.

CLAIM See REVERSALS.

COLLECTION The process of receiving amounts that are owed to the Federal government, such as payment of a debt.

CONDITIONALLY REQUIRED A reference to a data element of a file whose presence and value depend on the values in one or more other fields. For example, in the Federal Offset Program (FOP) Case Submission and Update Record Layout, the Local Code Field is conditionally required because it is required for Transaction Type ‘L’, and is optional for Transaction Type ‘A’.

CONNECT:Direct (C:D) The software used by the Social Security Administration (SSA) to support the closed network for data transmission.

COURT ORDER A legally binding edict that is issued by a court of law. It is issued by a magistrate, judge, or properly-empowered administrative officer. A court order related to child support can dictate how often, how much, and what kind of support a non-custodial parent (NCP) is to pay, how long he or she is to pay it, and whether an employer must withhold support from their wages.

CREDITOR AGENCY The agency to which a debt is owed.

CUSTODIAL PARTY (CP) The party (usually a parent) who has primary care, custody, and control over a child.

DATA ELEMENT The smallest item of meaningful information in a data file that is processed by the Federal Offset Program (FOP), such as Submitting State Code, Social Security Number (SSN), or Case Type Indicator.

DEBT CHECK An Internet-based system developed by FMS for use by Federal agencies and outside lenders engaged in issuing federal loans, loan insurance, and loan guarantees.

DELINQUENT Failing to pay an obligation or debt when it is due.

DEPENDENT A child who is under the care of someone else. Most children who are eligible to receive child support must be dependents. A child ceases to be a dependent when they reach the “age of emancipation” as determined by state law, but, depending on the state’s provisions, may remain eligible for child support for a period after they are emancipated.

DUE PROCESS In the context of debt collection, the meeting of legal requirements before taking an adverse action.

EDIT The process of validating a given value in a field.

ELECTRONIC FUNDS TRANSFER (EFT) The process by which money is transmitted electronically from one bank account to another.

FEDERAL CASE REGISTRY (FCR) A national registry of information about cases and persons for which state IV-D Agencies are providing services, and, on non IV-D orders, on persons that are involved in support orders that were established or modified on or after October 1, 1998.

FEDERAL OFFSET PROGRAM (FOP) The program that incorporates multiple enforcement remedies for the collection of past due child support from non-custodial parents (NCPs). The remedies included in the FOP are Federal income tax refund and administrative offset, Passport Denial Program, MSFIDM and Debt Check.

FEDERAL PARENT LOCATOR SERVICE A computerized national network operated by Federal Office of Child Support Enforcement (OCSE) of the Administration for Children and Families (ACF), within the Department of Health and Human Services (HHS). The network entails various programs and initiatives that support the location of participants in child support cases, collection of child support payments, enforcement of child support orders, communication between states, and online profile information regarding how counties, states, regions, and international offices operate.

FEDERAL TAX REFUND OFFSET The process that collects past due child support amounts from non-custodial parents (NCPs) through the interception of their Federal income tax refund.

FINANCIAL MANAGEMENT SERVICE (FMS) A bureau of the Department of the Treasury that is the U.S. Government's financial manager, central disburser, and collections agent, as well as its accountant, reporter of financial information and collector of delinquent Federal debt.

FOSTER CARE AGENCY The single and separate organizational unit in a state that has the responsibility for administering or supervising the administration of the state plan under Title IV-E of the Act. When this agency has care, custody, and control of a child, there will not be a custodial party. See also CUSTODIAL PARTY.

INCOME As defined by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996, income is any periodic form of payment to an individual, regardless of source, including wages, salaries, commissions, bonuses, workers' compensation, disability, pension, or retirement program payments and interest.

INTERCEPT A method of securing child support by taking a portion of non-wage payments made to a non-custodial parent (NCP). Non-wage payments that are subject to interception include Federal tax refunds, state tax refunds, unemployment benefits, and disability benefits.

IV-A CASE A case in which a state provides public assistance under the state's IV-A Program, which is funded under Title IV-A of the Social Security Act. These cases are currently referred to as Temporary Assistance for Needy Families (TANF) cases.

IV-D CASE A case in which a state currently provides child support services as directed by the state's IV-D Program that is authorized by Title IV-D of the Social Security Act. A IV-D case is comprised of:

- a dependent child or children;
- a custodial party who may be a caretaker relative or other custodian, including an entity such as a foster care agency; and
- a non-custodial parent (NCP), whose paternity has been legally established, or a putative father, whose paternity has not been legally established.

IV-E CASE (Foster Care and Adoption Assistance) A case in which a state currently provides benefits or services for foster care maintenance under the state's IV-E Program authorized under Title IV-E of the Social Security Act. These cases are also eligible for IV-D services.

LOCAL CODE State/local contact information code for an obligor certified to the Federal Offset Program (FOP).

MEDICAL SUPPORT A form of child support in which medical or dental insurance coverage is paid for by the non-custodial parent (NCP). Depending on the court order, medical support can be an NCP's sole financial obligation, or it can be one of several obligations, including child and/or spousal support.

MULTISTATE FINANCIAL INSTITUTION DATA MATCH (MSFIDM) The process created by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 by which delinquent child support obligors are matched with accounts held in financial institutions that do business in more than one state. States submit data to the Federal Offset Program about non-custodial parents (NCPs) and their arrearage amount, and indicate whether an NCP should be submitted for MSFIDM.

NATIONAL DIRECTORY OF NEW HIRES (NDNH) A national database containing New Hire (W-4) and Quarterly Wage (QW) data from every State and Federal agency and Unemployment Insurance (UI) data from State Employment Security Agencies (SESAs). Data contained is first reported to each state's State Directory of New Hires (SDNH) and then transmitted to the NDNH. OCSE maintains the NDNH as part of the Federal Parent Locator Service (FPLS).

NON-CUSTODIAL PARENT (NCP) The parent who does not have primary care, custody or control of a child, and has a duty to support the child. Also referred to as the obligor.

NON-TANF Child support cases that are not receiving Temporary Assistance for Needy Families (TANF). See also TANF.

OBLIGATED A non-custodial parent (NCP) who is required to meet the financial terms of a court or administrative order.

OBLIGATION The amount of money to be paid as support by a non-custodial parent (NCP). This can take the form of financial support for a child, medical support, or spousal support. An obligation is a recurring, ongoing obligation, not a one-time debt such as an assessment.

OBLIGOR The person who is obliged to pay child support, also referred to as a non-custodial parent (NCP).

OFFICE OF CHILD SUPPORT ENFORCEMENT (OCSE) The Federal agency that is responsible for the administration of the child support program. Created by Title IV-D of the Social Security Act in 1975, OCSE is responsible for the development of child support policy, oversight, evaluation, and audits of state child support enforcement programs; and provides technical assistance and training to the state program staff. OCSE is part of the Administration for Children and Families (ACF), which is within the Department of Health and Human Services (HHS).

OFFSET The process of reducing funds that are paid by the Federal government to an obligor and applying the funds toward the balance of the delinquent debt. Also, the amount of money that is intercepted from an obligor's state or Federal income tax refund, or from an administrative payment, such as Federal retirement benefits, in order to satisfy a child support debt.

PASSPORT DENIAL PROGRAM A program that was created by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996 and is operated under the auspices of the Federal Offset Program (FOP). Under the Passport Denial Program, obligors with child support arrearages that are greater than the Federally mandated threshold and are submitted to the FOP are forwarded to the U.S. Department of State (DoS), which refuses to issue a passport upon application.

PAST DUE See DELINQUENT.

PATERNITY The legal determination of fatherhood. Paternity must be established before child or medical support can be ordered.

PAYEE A person or organization in whose name child support money is paid.

PERSONAL RESPONSIBILITY AND WORK OPPORTUNITY RECONCILIATION ACT OF 1996 (PRWORA) The legislation that provides a number of requirements for employers, public licensing agencies, financial institutions, as well as state and Federal child support agencies, to assist in the location of non-custodial parents (NCPs) and in the establishment, enforcement, and collection of child support.

PRE-OFFSET NOTICE (PON) A written notification that is sent to a non-custodial parent (NCP) advising the NCP that his or her case is being submitted to Financial Management Service (FMS) for collection of unpaid child support from their Federal income tax refund or from an administrative payment program.

PROGRAM SUPPORT CENTER (PSC) Forwards funds on behalf of the Office of Child Support Enforcement (OCSE) to the state or states that submitted an obligor for offset.

PUBLIC ASSISTANCE Benefits that are granted by state or Federal programs to aid eligible recipients. Applicants for certain types of public assistance are automatically referred to their state IV-D Agency to identify and locate a non-custodial parent (NCP), establish paternity, and/or obtain child support payments.

PUTATIVE FATHER The person that a child's mother believes to be the father of the child, but who has not yet been medically or legally declared to be the father.

REVERSAL An action taken by Department of the Treasury to recover monies sent to states through the Federal Offset Program for cases that were certified in 1999 or later; or an action taken by the Internal Revenue Service (IRS) for cases that were certified prior to 1999.

SPOUSAL SUPPORT Court ordered support of a spouse or ex-spouse, also referred to as maintenance or alimony.

STATE When used in this document, state refers to one of the fifty states, the District of Columbia, and the territories that interface with the Federal Offset Program, i.e., Puerto Rico, Guam, and the United States Virgin Islands.

STATE PAYMENT A refund by the state Child Support Agency based on a Federal offset.

SUPPORT ORDER A judgment, decree, or order, whether temporary, final, or subject to modification, which is issued by a court or an administrative agency of a competent jurisdiction, for the support and maintenance of a child or the parent with whom a child is living. Support orders can incorporate the payment of arrearages, the provision of monetary support, the provision of health care, and the reimbursement of costs, fees, and interest.

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF) Time-limited public assistance payments that are made to poor families, based on Title IV-A of the Social Security Act. TANF replaced Aid to Families with Dependent Children (AFDC) when the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) was signed into law in 1996.

TITLE IV-A A public assistance program of the Social Security Act, formerly known as Aid to Families with Dependent Children (AFDC), and currently known as Temporary Assistance for Needy Families (TANF).

TITLE IV-B The part of the Social Security Act that contains the requirements of the Federal Child and Family Services programs.

TITLE IV-D The part of the Social Security Act which requires that each state create a program to locate non-custodial parents, establish paternity, establish and enforce child support obligations, and collect and distribute support payments. All recipients of public assistance (usually TANF) are referred to their state's IV-D child support program. States must also accept applications from families who do not receive public assistance, if requested, to assist in collection of child support. Title IV-D also established the Federal Office of Child Support Enforcement.

TITLE IV-E The foster care program of the Social Security Act, which is operated in each state in accordance with the Code of Federal Regulations and is operated under an approved State Plan. See also IV-E CASE.

TREASURY OFFSET PROGRAM (TOP) The debt matching and payment offset program that is managed by FMS and uses payment and debt data received from Federal and state agencies to collect delinquent debts from payments disbursed by the Department of Treasury.

UPDATE An addition or change to a debtor's record.

C. DATA DICTIONARY

Appendix C includes the data definitions of the data fields that are contained in the FOP record layouts (refer to Appendix E, “Input Record Specifications”, and Appendix F, “Output Record Specifications”).

The data fields are listed in alphabetic order. The following information is provided for each data field:

1. **Name** – The name of the field is provided as it appears in the record layout.
2. **Type** – Indicates if the field is an input field, output field or both.
3. **Record(s)** – Indicates the input and/or output record(s) on which the field can be found.
4. **Length** – The size of the field in the record layout.
5. **Format** – Indicates if the field is alphabetic, numeric or alphanumeric.
6. **Values** – The acceptable values for the field.
7. **Description** – A narrative explanation of the field.

Name: ACCUMULATED PAYMENT AMOUNT

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 8

Format: Numeric, 9(8)

Values: Numbers 0 through 9

Description: The total dollar amount, in whole dollars only, that the state has paid for the year specified.

Name: ADJUSTMENT AMOUNT

Type: Output field

Records:

- Collection and Adjustment Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The dollar amount of the adjustment that was made.

Name: ADJUSTMENT YEAR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 4

Format: Numeric, CCYY

Values: Numbers 0 through 9

Description: The adjustment year in which the offset originated.

Name: ADMINISTRATIVE OFFSET EXCLUSION INDICATOR

Type: Output field

Records: Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: ADM, spaces

Description: Indicates whether the case is excluded from Administrative offset.

Name: ARREARAGE AMOUNT

Type: Input and output fields

Records:

- Case Submission And Update Record (length 8)
- Rejected Case Submission and Update Record (length 8)
- Unaccountable Missing Address Record (length 11)

Length: 8 or 11

Format: Numeric, 9(8) or 9(11)

Values: Numbers 0 through 9

Description: The dollar amount, in whole dollars only, that the obligor is in arrears.

Name: CASE ID

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record
- Unaccountable Missing Address Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 15

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, special characters, or spaces

Description: The identification number for the case that was submitted. The field is used by the states only.

Name: CASE TYPE INDICATOR

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record
- Unaccountable Missing Address Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: A – TANF
N – Non-TANF

Description: Indicates if the case type is TANF or Non-TANF.

Name: CERTIFIED ARREARAGE AMOUNT
Type: Output field
Records:

- Collection and Adjustment Record

Length: 11
Format: Numeric, S9(9)V99
Values: Numbers 0 through 9
Description: The arrearage amount at the time of the certification.

Name: COLLECTION AMOUNT
Type: Output field
Records:

- Collection and Adjustment Record

Length: 11
Format: Numeric, S9(9)V99
Values: Numbers 0 through 9
Description: The dollar amount of the offset that was collected.

Name: CONTROL
Type: Input and Output fields
Records:

- Case Submission and Update Control Record

Length: 3
Format: Alphabetic
Values: CTL
Description: Indicates the control record for the file.

Name: CORRECTED SSN
Type: Output field
Records:

- Unaccountable Missing Address Record

Length: 9
Format: Alphanumeric
Values: Numbers 0 through 9 or spaces
Description: A valid corrected SSN for error code 31, or spaces.

Name: CURRENT ARREARAGE AMOUNT
Type: Output field
Records:

- Case Reconciliation Record

Length: 8

Format: Numeric, 9(8)
Values: Numbers 0 through 9
Description: The current arrearage amount for the case.

Name: DATE ISSUED

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 8

Format: Alphanumeric, CCYYMMDD

Values: Numbers 0 through 9

Description: The date that the Pre-Offset Notice was mailed.

Name: DEBT CHECK EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: DCK, spaces

Description: Indicates whether the case is excluded from the Debt Check Program.

Name: DEPARTMENT OF STATE ACTION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: S, D, R, C, spaces

Description: Indicates the action that was taken with DoS for the obligor.

Name: EXCLUSION INDICATOR(S)

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 40

Format: Alphabetic

Values: ADM – Exclude all Administrative Offsets (RET, SAL, VEN)
 RET – Exclude Federal Retirement
 VEN – Exclude Vendor Payment/Miscellaneous
 SAL – Exclude Federal Salary (*pre-set at FMS on all cases*)
 TAX – Exclude Tax Refund Offset
 PAS – Exclude Passport Denial
 FIN – Exclude Multistate Financial Institution Data Match (MSFIDM)
 DCK – Debt Check Program
 Spaces – Remove all existing exclusion indicators.

Description: Indicates specific programs from which the case will be excluded.

Name: EXTENSION 1

Type: Input field

Records: • State/Local Contact Phone And Address Record

Length: 4

Format: Numeric, 9(4)

Values: Numbers 0 through 9

Description: The extension to Telephone Number 1 (i.e., 1234).

Name: EXTENSION 2

Type: Input field

Records: • State/Local Contact Phone And Address Record

Length: 4

Format: Numeric, 9(4)

Values: Numbers 0 through 9

Description: The extension to Telephone Number 2 (i.e., 1234).

Name: EXTRACT DATE

Type: Output field

Records: • Case Reconciliation Record

Length: 8

Format: Numeric, CCYYMMDD

Values: Numbers 0 through 9

Description: The date the reconciliation data was extracted from the OCSE Master files.

Name: FEDERAL RETIREMENT OFFSET EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: RET, spaces

Description: Indicates whether the case is excluded from offset of Retirement payments.

Name: FEDERAL SALARY EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: SAL, spaces

Description: Indicates whether the case is excluded from offset of Federal salary payments.

Name: FEE AMOUNT

Type: Output field

Records:

- Collection and Adjustment Record

Length: 5

Format: Numeric, 9(5)

Values: Numbers 0 through 9

Description: The service fee amount for an adjustment.

Name: INJURED SPOUSE INDICATOR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 1

Format: Alphabetic

Values: Y – Processed
N – No information available
Space – Not applicable

Description: Identifies if an injured spouse claim has been approved.

Name: LAST PRE-OFFSET NOTICE DATE

Type: Output field

Records:

- Case Reconciliation Record

Length: 8

Format: Numeric, CCYYMMDD

Values: Numbers 0 through 9

Description: The date that the most recent Pre-Offset Notice was sent.

Name: LOCAL CODE

Type: Input and output fields

Records:

- Case Submission and Update Record
- State/Local Contact Phone and Address Record
- Rejected Case Submission and Update Record
- Unaccountable Missing Address Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 3

Format: Alphanumeric

Values: Numbers 0 through 9, or spaces

Description: A valid three-digit numeric code for county or other local jurisdictions.

**Name: MULTI-STATE FINANCIAL INSTITUTION DATA MATCH
EXCLUSION INDICATOR**

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: FIN, spaces

Description: Indicates whether the case is excluded from MSFIDM.

Name: NAME CONTROL

Type: Output field

Records:

- Unaccountable Missing Address Record

Length: 4

Format: Alphabetic

Values: Letters A through Z
Description: The first four characters of the obligor's last name.

Name: NON-TANF ACCEPTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of Non-TANF records that were accepted by OCSE on the Case Submission and Update File.

Name: NON-TANF CASES RETURNED

Type: Output field

Records:

- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of Non-TANF records returned on the Case Reconciliation File.

Name: NON-TANF REJECTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of Non-TANF records that were rejected by OCSE on the Case Submission and Update File.

Name: NON-TANF WARNING

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9
Description: The total number of Non-TANF records that received a warning by OCSE on the Case Submission and Update File.

Name: OBLIGOR ADDRESS LINE 1

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 30

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: The first address line of the obligor's mailing address.

Name: OBLIGOR ADDRESS LINE 2

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 30

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: The second address line of the obligor's mailing address.

Name: OBLIGOR CITY

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 25

Format: Alphanumeric

Values: Letters A through Z, spaces

Description: The city of the obligor's mailing address.

Name: OBLIGOR FIRST NAME

Type: Input and output fields

- Records:
- Case Submission And Update Record
 - Rejected Case Submission and Update Record
 - Unaccountable Missing Address Record
 - Collection and Adjustment Record
 - Case Reconciliation Record (length 10)

Length: 15

Format: Alphanumeric

Values: Letters A through Z, spaces (if not in first position)

Description: The obligor's first name.

Name: OBLIGOR LAST NAME

Type: Input and output fields

- Records:
- Case Submission And Update Record
 - Rejected Case Submission and Update Record
 - Unaccountable Missing Address Record
 - Collection and Adjustment Record
 - Case Reconciliation Record

Length: 20

Format: Alphanumeric

Values: Letters A through Z, hyphen (-), spaces (if not in first four positions)

Description: The obligor's last name.

Name: OBLIGOR STATE

Type: Input and output fields

- Records:
- Case Submission And Update Record
 - Rejected Case Submission and Update Record

Length: 2

Format: Alphabetic

Values: Letters A through Z

Description: A valid two-character alphabetic postal abbreviation for the obligor's mailing address.

Name: OBLIGOR ZIP CODE

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9, spaces

Description: The Zip Code of the obligor's mailing address. The Zip Code contains two parts. The first five positions contain the high-level postal Zip Code. The last four positions further define the postal location.

Name: OCSE LAST NAME

Type: Output Field

Records:

- Rejected Case Submission and Update Record

Length: 4

Format: Alphanumeric

Values: Letters A through Z, hyphen (-), spaces

Description: First four characters of the obligor's last name, as stored by OCSE.

Name: OFFSET TYPE

Type: Output field

Records:

- Collection and Adjustment Record

Length: 3

Format: Alphabetic

Values: ADM – Administrative Offsets (RET, SAL, VEN)

RET – Federal Retirement

VEN – Vendor Payment/Miscellaneous

TAX – Tax Refund Offset

Description: Identifies the type of offset or adjustment that was applied to the obligor.

Name: OFFSET YEAR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 4

Format: Numeric, CCYY

Values: Numbers 0 through 9
Description: The current processing year.

Name: PASSPORT DENIAL EXCLUSION INDICATOR

Type: Output field
Records:

- Case Reconciliation Record

Length: 3
Format: Alphabetic
Values: PAS, spaces
Description: Indicates whether the obligor is excluded from the Passport Denial Program for this case.

Name: PAYMENT CITY AND STATE

Type: Output field
Records:

- Collection and Adjustment Record

Length: 25
Format: Alphanumeric
Values: Letters A through Z, spaces
Description: The payment city and state as sent to OCSE on the FMS Payment Record.

Name: PAYMENT NAME

Type: Output field
Records:

- Collection and Adjustment Record

Length: 35
Format: Alphanumeric
Values: Letters A through Z, spaces
Description: The name as sent to OCSE on the FMS Payment Record. This may contain both obligor and/or non-obligor name(s).

Name: PAYMENT STREET ADDRESS

Type: Output field
Records:

- Collection and Adjustment Record

Length: 35
Format: Alphanumeric
Values: Letters A through Z, numbers 0 through 9, spaces
Description: The payment street address, as sent to OCSE on the FMS Payment Record.

Name: PAYMENT ZIP CODE

Type: Output field

Records:

- Collection and Adjustment Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9, spaces

Description: The payment Zip Code, as sent to OCSE on the FMS Payment Record.

Name: PRE-OFFSET NOTICE HOLD INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 1

Format: Alphabetic

Values: H, space

Description: Indicates whether the case is active at FMS.

Name: PROCESS YEAR

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 4

Format: Alphanumeric, CCYY

Values: Numbers 0 through 9, or spaces

Description: The year that the tax refund or administrative payment was offset when reporting State Payments.

Name: RECORD IDENTIFIER

Type: Output fields

Records:

- Case Reconciliation Record
- Case Reconciliation Control Record

Length: 3

Format: Alphabetic

Values: REC, RCT

Description: Identifies a detail or control record

Name: REJECT CONTROL

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 3

Format: Alphabetic

Values: CTL

Description: The constant 'CTL' identifies the record as the Reject Control Record.

Name: REJECTED ERROR CODES

Type: Output field

Records:

- Rejected Case Submission and Update Record

Length: 12

Format: Alphanumeric

Values: Two-digit error codes, as defined in Chart G-1, "Rejected Case Submission and Update Error Codes".

Description: A two-digit error code. Up to six error codes can be listed.

Name: REQUEST CODE

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 1

Format: Alphanumeric

Values: P – Pre-Offset Notice was requested
Space – No Pre-Offset Notice was requested

Description: Identifies if a Pre-Offset Notice is to be generated for the case at the request of the state.

Name: RETURN INDICATOR

Type: Output field

Records:

- Collection and Adjustment Record

Length: 1

Format: Alphabetic

Values: Y – Yes

N – No

Description: Identifies if the return is a joint return or not a joint return.

Name: SSN

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record
- Unaccountable Missing Address Record
- Collection and Adjustment Record
- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The Social Security Number or ITIN of the person that was certified for the case.

Name: STATE AGENCY ADDRESS LINE 1

Type: Input field

Records:

- State/Local Contact Phone And Address Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: Street address information of the state agency.

Name: STATE AGENCY ADDRESS LINE 2

Type: Input field

Records:

- State/Local Contact Phone And Address Record

Length: 35

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces

Description: Additional street address information of the state agency, if necessary.

Name: STATE AGENCY ADDRESS LINE 3

Type: Input field

Records: • State/Local Contact Phone And Address Record
Length: 35
Format: Alphanumeric
Values: Letters A through Z, numbers 0 through 9, spaces
Description: Additional street address information of the state agency, if necessary.

Name: STATE AGENCY ADDRESS LINE 4
Type: Input field
Records: • State/Local Contact Phone And Address Record
Length: 35
Format: Alphanumeric
Values: Letters A through Z, numbers 0 through 9, spaces
Description: The city, state and Zip Code of the state agency.

Name: STATE AGENCY NAME
Type: Input field
Records: • State/Local Contact Phone And Address Record
Length: 35
Format: Alphanumeric
Values: Letters A through Z, numbers 0 through 9, spaces
Description: The name of the contact office (e.g., Bureau of Child Support Enforcement).

Name: SUBMITTING STATE CODE
Type: Input and output fields
Records: • Case Submission and Update Record
• Case Submission and Update Control Record
• State/Local Contact Phone And Address Record
• Rejected Case Submission and Update Record
• Rejected Case Submission and Update Control Record
• Unaccountable Missing Address Record
• Collection and Adjustment Record
• Collection and Adjustment Control Record
• Case Reconciliation Record
• Case Reconciliation Control Record
Length: 2

Format: Alphabetic
Values: Letters A through Z
Description: A valid two-character alphabetic postal abbreviation for the state submitting the case.

Name: TANF ACCEPTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF records that were accepted by OCSE from the Case Submission and Update File.

Name: TANF CASES RETURNED

Type: Output field

Records:

- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF detail records on the Case Reconciliation file.

Name: TANF REJECTED

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of TANF records that were rejected by OCSE from the Case Submission and Update File.

Name: TANF WARNING

Type: Output field

Records:

- Rejected Case Submission and Update Control Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9
Description: The total number of TANF records that received a warning by OCSE from the Case Submission and Update File.

Name: TAX REFUND OFFSET EXCLUSION INDICATOR

Type: Output field

Records:

- Case Reconciliation Record

Length: 3

Format: Alphabetic

Values: TAX, spaces

Description: Indicates whether the case is excluded from tax offset.

Name: TELEPHONE NUMBER 1

Type: Input field

Records:

- State/Local Contact Phone And Address Record

Length: 14

Format: Alphanumeric, (999) 999-9999

Values: Numbers 0 through 9, spaces, hyphens, parenthesis

Description: The area code and phone number of the state or local agency contact (i.e., (301) 555-1212).

Name: TELEPHONE NUMBER 2

Type: Input field

Records:

- State/Local Contact Phone And Address Record

Length: 14

Format: Alphanumeric, (999) 999-9999

Values: Numbers 0 through 9, spaces, hyphens, parenthesis

Description: The in-state toll-free or collect number that will be designated on the Pre-Offset Notice (i.e., (800) 555-1212).

Name: TOP TRACE NUMBER

Type: Output field

Records:

- Collection and Adjustment Record

Length: 10

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, spaces
Description: The trace number assigned to a collection by FMS and returned as an identifier with a collection or associated adjustment.

Name: TOTAL ADJUSTMENT AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The accumulated adjustment amount for the period.

Name: TOTAL ADJUSTMENTS

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 15

Format: Numeric, 9(15)

Values: Numbers 0 through 9

Description: The total number of adjustments that were processed for the period.

Name: TOTAL CASES RETURNED

Type: Output field

Records:

- Case Reconciliation Record

Length: 9

Format: Numeric, 9(9)

Values: Numbers 0 through 9

Description: The total number of detail records on the Case Reconciliation file.

Name: TOTAL CERTIFIED ARREARAGE AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, 9(11)

Values: Numbers 0 through 9

Description: The original certified arrearage amount for the case.

Name: TOTAL COLLECTION AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The accumulated collection amount for the period.

Name: TOTAL COLLECTIONS

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 15

Format: Numeric, 9(15)

Values: Numbers 0 through 9

Description: The total number of collections that were processed for the period.

Name: TOTAL CONTROL

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 9

Format: Alphabetic

Values: TOTAL

Description: The constant value 'TOTAL' identifies the record as the Collection and Adjustment Control Record.

Name: TOTAL NET AMOUNT

Type: Output field

Records:

- Collection and Adjustment Control Record

Length: 11

Format: Numeric, S9(9)V99

Values: Numbers 0 through 9

Description: The total offset amount that was collected for the period.

Name: TOTAL NON-TANF RECORDS

Type: Output field

Records:

- Case Submission and Update Control Record

Length: 9
Format: Numeric, S9(9)
Values: Numbers 0 through 9
Description: The total number of Non-TANF records on the file.

Name: TOTAL NON-TANF AMOUNT

Type: Output field
Records:

- Case Submission and Update Control Record

Length: 11
Format: Numeric, S9(9)V99
Values: Numbers 0 through 9
Description: The total Non-TANF arrearage amount on the file.

Name: TOTAL TANF RECORDS

Type: Output field
Records:

- Case Submission and Update Control Record

Length: 9
Format: Numeric, S9(9)
Values: Numbers 0 through 9
Description: The total number of TANF records on the file.

Name: TOTAL TANF AMOUNT

Type: Output field
Records:

- Case Submission and Update Control Record

Length: 11
Format: Numeric, S9(9)V99
Values: Numbers 0 through 9
Description: The total TANF arrearage amount on the file.

Name: TRANSACTION TYPE

Type: Input and output fields
Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record

Length: 1
Format: Alphabetic

Values: A – Add Case
 B – Name Change
 C – Case ID Change
 D – Delete Case
 L – Local Code Change
 M – Modify Arrearage Amount
 R – Replace Exclusion Indicator(s)
 S – State Payment
 T – Transfer for Administrative Review
 Z – Address Change

Description: A code that identifies the type of transaction that is being submitted.

Name: **TRANSFER LOCAL CODE**

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record
- Unaccountable Missing Address Record
- Collection and Adjustment Record

Length: 3

Format: Alphanumeric

Values: Letters A through Z, numbers 0 through 9, or spaces

Description: Identifies a local code of the state to which the case is being transferred for administrative review.

Name: **TRANSFER STATE CODE**

Type: Input and output fields

Records:

- Case Submission And Update Record
- Rejected Case Submission and Update Record
- Unaccountable Missing Address Record
- Collection and Adjustment Record

Length: 2

Format: Alphabetic

Values: Letters A through Z

Description: Identifies the state to which the case is being transferred for administrative review.

Name: UNACCOUNTABLE ERROR CODE
Type: Output field
Records:

- Unaccountable Missing Address Record

Length: 2
Format: Alphanumeric
Values: 20 – SSA was unable to find a corrected SSN for this name.
31 – SSA was found a corrected SSN for this name.
Description: An error code that identifies the reason that an address could not be found for the Case Submission and Update Record. The record is unaccountable.

Name: VENDOR PAYMENTS EXCLUSION INDICATOR
Type: Output field
Records:

- Case Reconciliation Record

Length: 3
Format: Alphabetic
Values: VEN, spaces
Description: Indicates whether the case is excluded from offset of vendor payments.

Name: ZERO BALANCE DELETE INDICATOR
Type: Output field
Records:

- Collection and Adjustment Record

Length: 1
Format: Alphabetic
Values: Y – Offset deleted a case
N – Case was not deleted by a collection
Description: Identifies whether an offset deleted a case at OCSE.

D. TECHNICAL AND PROGRAM ASSISTANCE

State agencies should call OCSE with any questions or problems that arise concerning any aspect of the Federal Offset Program (FOP). State and local agencies should not refer obligors with questions to OCSE.

OCSE provides states with technical and program support to assist them in complying with FOP requirements. States can use the contact information in the following charts for questions, technical support, and program related research.

CHART D-1: TECHNICAL ASSISTANCE		
Area of Assistance	Telephone Number	E-mail Address
Federal Collections and Enforcement – Operations Brian Peeler, Task Lead Andrew Spencer-Lee	202.401.9389 Ext. 3 202.401.5568 202.401.9390	scollections@acf.hhs.gov bpeeler@acf.hhs.gov aspencerlee@acf.hhs.gov
CONNECT:Direct Abe Klugman Daryl Carey David Grandberry	410.965.5635 410.966.0931 410.966.4737	aklugman@acf.hhs.gov dcarey@acf.hhs.gov dgrandberry@acf.hhs.gov
FOP Online System Access/PComm Joan O'Connor (Primary) Abe Klugman Daryl Carey David Grandberry	202.401.4712 202.401.5647 (Fax) 410.965.5635 410.966.0931 410.966.4737	joconnor@acf.hhs.gov aklugman@acf.hhs.gov dcarey@acf.hhs.gov dgrandberry@acf.hhs.gov
Program Support Center (PSC) Elvis Davis Cathy Lin	301.443.9560 301.443.3309	edavis@psc.gov clin@psc.gov

CHART D-2: PROGRAM ASSISTANCE		
Area of Assistance	Telephone Number	Mailing/E-mail Address
Federal Collections and Enforcement – Customer Service	202.401.9389 202.401.5553 (Fax) 202.401.5647 (alt. Fax)	370 L’Enfant Promenade, SW 2 nd Floor West Washington, DC 20447 scollections@acf.hhs.gov
Federal Collections and Enforcement Roy Nix, Chief Scott Hale, Team Lead	 202.401.5685 202.401.5745	 rnix@acf.hhs.gov shale@acf.hhs.gov
Passport Services/Research and Liaison Section		Room 500 1111 19 th St, Suite N.W. Washington, DC 20524-1705
IRS Hotline	800.829.1040	
Passport Services/Research and Liaison Section		Room 500 1111 19 th St, Suite N.W. Washington, DC 20524-1705
IRS Hotline	800.829.1040	
Treasury Offset Program (TOP) Call Center	800.304.3107 866.297.0517 (TDD)	
Department of State, National Passport Information Center	877.487.2778 TDD/TTY: 888.874.7793	
Department of State, Office of Children’s Issues	202.736.7000 202.312.9743 (Fax)	Department of State Office of Children's Issues (CA/OCS/CI) 2201 C Street, N.W. SA-22, Room 2100 Washington, D.C. 20520-4818
Security and Confidentiality Danny Markley	 202.260.1888	 dmarkley@acf.hhs.gov

CHART D-3: ONLINE RESOURCES	
OCSE WEB SITES	
Resource	How to Contact Resource
Office of Child Support Enforcement (OCSE) Home Page	http://www.acf.hhs.gov/programs/cse
Federal Offset Program (FOP)	http://www.acf.hhs.gov/programs/cse/newhire/fop/fop.htm
Passport Denial Program	http://www.acf.hhs.gov/programs/cse/newhire/fop/passport.htm
MSFIDM	http://www.acf.hhs.gov/programs/cse/newhire/fop/msfidm.htm
FOP Annual Collection Schedule	http://www.acf.hhs.gov/programs/cse/newhire/fop/py05_collection.htm
FPLS FAQs (includes FAQs for Federal Tax Refund Offset, Administrative Offset and Passport Denial)	http://www.acf.hhs.gov/programs/cse/newhire/faq/faq.htm
DoS WEB SITES	
Resource	How to Contact Resource
General Passport Information	http://www.travel.state.gov/passport/passport_1738.html
Major Passport Agencies	http://travel.state.gov/passport/about/agencies/agencies_913.html
Passports and Child Support	http://travel.state.gov/family/services/support/support_582.html
National Passport Information Center	http://travel.state.gov/passport/about/npic/npic_898.html
Two Parent Consent Law	http://travel.state.gov/law/info/info_633.html
Children's Passport Issuance Alert Program (CPIAP)	http://travel.state.gov/law/info/info_633.html
Office of Children's Issues	http://travel.state.gov/family/services/contact/contact_587.html
FMS WEB SITES	
Resource	How to Contact Resource
Treasury Offset Program (TOP)	http://www.fms.treas.gov/debt/top.html
TOP and Child Support	http://www.fms.treas.gov/debt/top_childsupport.html

CHART D-3: ONLINE RESOURCES	
IRS WEB SITES	
Resource	How to Contact Resource
IRS	http://www.irs.gov
Injured Spouse Claim and Allocation Form information (Form 8379)	http://www.irs.ustreas.gov/app/vita/content/basic/lesson01/images/8379.pdf
IRS Injured Spouse FAQs	http://www.irs.gov/faqs/faq1-9.html
Publication 1075, <i>Tax Information Security Guidelines for Federal, State and Local Agencies</i> , revised June 2000	http://www.irs.gov/pub/irs-pdf/p1075.pdf
Section 6103 of the Internal Revenue Code of 1986	http://www4.law.cornell.edu/uscode/html/uscode26/usc_sec_26_00006103----000-.html
SSA WEB SITES	
Resource	How to Contact Resource
Social Security Administration current SSN High Digit	http://www.ssa.gov/employer/highgroup.txt
MISCELLANEOUS WEB SITES	
Resource	How to Contact Resource
Federal Law and Code	http://uscode.house.gov/search/criteria.shtml
Code of Federal Regulations	http://www.gpoaccess.gov/cfr/
Federal Information Processing Standard (FIPS) Codes	http://www.itl.nist.gov
Worldwide Geographic Location Codes	http://www.gsa.gov Select “QuickLinks” from the top bar, click ‘G’, select the “Geographic Locator Codes” link

E. INPUT RECORD SPECIFICATIONS

This appendix consists of the following charts:

- Chart E-1 Case Submission and Update Record Layout
- Chart E-2 Case Submission and Update Control Record Layout
- Chart E-3 State/Local Contact Phone and Address Record Layout

These charts show the detailed record layouts that are accepted by the FOP.

Each record layout in this appendix provides the following information:

1. Name
2. Location
3. Length
4. Type (A = alphabetic, N = numeric, or A/N = alphanumeric)
5. Comments

The Comments column in the charts provides edit information and indicates if the field is required for a specific transaction. Comments also provide an explanation of the field and its relationship to other fields, or records, where appropriate. Additional information regarding each field may be found in Appendix C, "Data Dictionary".

The data transmitted to OCSE must comply with the following requirements:

1. All data must be in EBCDIC format.
2. All alphabetic data must be in upper case.
3. All alphabetic and alphanumeric data must be left justified and space filled.
4. All numeric data must be right justified and zero-filled.
5. All dates must be in the CCYY format.

All Filler fields must be filled with spaces.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	<p>Required – Key Data</p> <p>This field is required for all Transaction Types. This field must contain a valid, two-character, alphabetic state abbreviation code for the submitting state. Refer to Appendix H, “State and Territory Abbreviations; Country Codes”, for a list of these codes.</p> <ul style="list-style-type: none"> If Transaction Type equals ‘B’, ‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ or ‘D’, all key fields (Submitting State Code, SSN, Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction will be rejected.
Local Code	3-5	3	A/N	<p>Optional</p> <p>This field is used with Transaction Types ‘A’ and ‘L’. This field contains the code that will be used to associate the obligor with a local contact address when the Pre-Offset Notice is produced by OCSE or an offset notice is produced by FMS.</p> <ul style="list-style-type: none"> If Transaction Type equals ‘A’ (Add/Recertify Case), the local code that is submitted is compared against the OCSE State/Local Contact Phone and Address File. If the local code contains spaces or is not found, the local code for the case will be set to zeros on the OCSE Case Master File, and a local code of zeros will be submitted for the case to FMS. If Transaction Type equals ‘L’, and the local code that is submitted contains spaces, the local code for the case will be set to zeros on the OCSE Case Master File, and a local code of zeros will be submitted for the case to FMS. Otherwise, the local code that is submitted is compared against the OCSE State/Local Contact Phone and Address File. If the local code is not found, the transaction will be rejected.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> If Transaction Type equals 'B', 'C', 'M', 'S', 'R', 'D', 'Z' or 'T', the local code, if present, will not be updated at OCSE or FMS. <p>Refer to Section 2.1.4.3.4, "Local Code Change", for details about keeping local code information up to date at OCSE.</p>
SSN	6-14	9	N	<p>Required – Key Data</p> <p>This field is required for all Transaction Types. This field must be numeric, must be greater than zero, and must contain a valid SSN or ITIN.</p> <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add/Recertify Case), the SSN is verified using an SSA-defined range check that automatically validates the <i>area</i> portion of the SSN (the first three positions of the SSN) against the current high digit being used for <i>area</i>. In addition, the <i>group</i> portion of the SSN (the fourth and fifth positions of the SSN) is compared against the <i>area</i> to ensure that the <i>group</i> number was issued with the particular <i>area</i> number. To verify the current high digits for <i>area</i> and <i>group</i> issued by SSA, refer to Chart D-3, "Online Resources", "IRS Web Sites". If Transaction Type equals 'B', 'C', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', all key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction will be rejected.
Case ID	15-29	15	A/N	<p>Conditionally Required</p> <p>This field is used If Transaction Type equals 'A' and 'C'. This field is for state use only; it is not sent to FMS or DoS. This field should be filled with spaces if it is not used by the state.</p>

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> • If Transaction Type equals 'A' (Add/Recertify Case), if present, OCSE will store the field on the Case Master File without performing any edits. This field is not sent to FMS or DoS. • If Transaction Type equals 'C' (Change Case ID), this field is required. The new Case ID will overwrite the existing Case ID without performing any edits. <p>If Transaction Type equals 'B', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', the Case ID, if present, will not be updated at OCSE.</p>
Obligor Last Name	30-49	20	A/N	<p>Required</p> <p>This field is required for all Transaction Types. No spaces or special characters, except a hyphen, can be embedded within the first four positions.</p> <ul style="list-style-type: none"> • If Transaction Type equals 'A', if the last name does not match the OCSE Case Master File for the obligor, the name is processed as a name change. • If Transaction Type equals 'B' (Name Change), the first four positions must contain at least one alphabetic character. • If Transaction Type equals 'A' (Add Case) or 'B' (Name Change), the last name is stored on the OCSE Case Master File after the last name passes the edit check above. • If Transaction Type equals 'C', 'L', 'M', 'R', 'S', 'T', 'Z' or 'D', the first 4 characters that are submitted must match the first 4 characters that are stored on the OCSE Case Master File or the first 4 characters of a Transaction Type 'B' (Name Change) transaction for the same case in the same process. If there is no match, the transaction will be rejected. <p>Refer to Sections 2.1.4.3.1, "Name Change" and 2.2.5.5, "Name Processing", for more details.</p>

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

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Field Name	Location	Length	A/N	Comments
Obligor First Name	50-64	15	A/N	<p>Conditionally Required</p> <p>This field is required If Transaction Type equals ‘A’ and ‘B’. The first position of this field must contain an alphabetic character.</p> <ul style="list-style-type: none"> • If Transaction Type equals ‘A’ (Add Case) or ‘B’ (Name Change), the first name is stored on the OCSE Case Master File after the first character passes the edit check above. • If Transaction Type equals ‘A’, and the first name does not match the OCSE Case Master File for the obligor, the name is processed as a name change. • If Transaction Type equals ‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ or ‘D’, the obligor first name, if present, will not be updated at OCSE or FMS. <p>Refer to Sections 2.1.4.3.1, “Name Change” and 2.2.5.5, “Name Processing”, for more details.</p>
Arrearage Amount (Accumulated Payment Amount)	65-72	8	N	<p>Conditionally Required</p> <ul style="list-style-type: none"> • If Transaction Type equals ‘A’ (Add/Recertify Case), the arrearage amount is the current amount owed by the obligor. If the arrearage amount is less than \$25, the Add Case transaction will be rejected. • If Transaction Type equals ‘A’, ‘M’ or ‘S’, this field is required. This field must contain a numeric amount in whole dollars only. Decimal points, dollar signs, commas, or plus/minus signs are not valid (e.g., \$1,500.00 = 00001500). • If Transaction Type equals ‘D’, this field is not required. However, the existing arrearage amount will be zeroed out. •

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> If Transaction Type equals 'M', the arrearage amount is the current amount that is owed by the obligor. If the arrearage amount is equal to zero, the case will be flagged as deleted. If Transaction Type equals 'S', this field functions as the Accumulated Payment Amount Field and is referred to by that name. The accumulated payment amount is the accumulated State Payment Amount for the processing year. <p>If Transaction Type equals 'B', 'C', 'L', 'R', 'Z' or 'T', the arrearage amount, if present, will not be updated at OCSE or FMS.</p>
Transaction Type	73	1	A	<p>Required</p> <p>This field must contain a valid Transaction Type code. Valid codes for this field are:</p> <ul style="list-style-type: none"> A – Add/Recertify Case B – Name Change C – Case ID Change D – Delete Case L – Local Code Change M – Modify Arrearage Amount R – Replace Exclusion Indicator(s) S – State Payment T – Transfer for Administrative Review Z – Address Change

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Case Type Indicator	74	1	A	Required – Key Data This field is required for all Transaction Types. This field must contain one of the following valid case type codes: A – TANF N – Non-TANF <ul style="list-style-type: none"> If Transaction Type equals ‘B’, ‘C’, ‘L’, ‘M’, ‘R’, ‘S’, ‘T’, ‘Z’ or ‘D’, all key fields (Submitting State Code, SSN, and Case Type Indicator) must match key fields on the OCSE Case Master File in order for the transaction to be processed. If there is no match, the transaction will be rejected.
Transfer State Code	75-76	2	A	Conditionally Required <ul style="list-style-type: none"> If Transaction Type equals ‘T’, this field must contain a valid, two-character, alphabetic state abbreviation code for the transfer state. Refer to Appendix H, “State and Territory Abbreviations; Country Codes”, for a list of these codes. If Transaction Type equals ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ or ‘R’, this field, if present, will not be updated at OCSE.
Transfer Local Code	77-79	3	A/N	Optional <ul style="list-style-type: none"> If Transaction Type equals ‘T’, this field should contain a three-position, alphanumeric local code for the transfer state. If present, this field is stored on the OCSE Case Master File. If Transaction Type equals ‘A’, ‘B’, ‘C’, ‘D’, ‘L’, ‘M’, ‘S’, ‘Z’ or ‘R’, this field, if present, will not be updated at OCSE.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Process Year	80-83	4	A/N	Conditionally Required <ul style="list-style-type: none"> If Transaction Type equals 'S', this field must be in CCYY format, and must contain the year that the tax refund or administrative payment was offset. The date must fall within the previous seven years of the current year. If Transaction Type equals 'A', 'B', 'C', 'D', 'L', 'M', 'R', 'Z' or 'T', this field, if present, will not be updated at OCSE.
Obligor Address Line 1	84-113	30	A/N	Conditionally Required <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains the first address line of the obligor's mailing address. If this line is blank, the Obligor Address Line 2 Field will be checked for an address (refer to Section 2.1.5.3, "Address Processing", for information). If Transaction Type equals 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces. If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.
Obligor Address Line 2	114-143	30	A/N	Optional <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field may contain the second address line for the obligor (refer to Section 2.1.5.3, "Address Processing", for information)

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> If Transaction Type equals 'Z' (Address Change), Obligor Address Line 1 or Obligor Address Line 2 cannot both be all spaces. If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. <p>If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.</p>
Obligor City	144-168	25	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains the city of the obligor's mailing address (refer to Section 2.1.5.3, "Address Processing for Notices", for information). If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. If Transaction Type equals 'Z' (Address Change), Obligor City is required. If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.
Obligor State	169-170	2	A	<p>Conditionally Required</p> <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains a two-character, alphabetic state abbreviation code for the state of the obligor's mailing address (refer to Section 2.1.5.3, "Address Processing", for information regarding address processing).

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
				<ul style="list-style-type: none"> If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. If Transaction Type equals 'Z' (Address Change), Obligor State is required. <p>If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' and 'T', the address, if present, will not be updated at OCSE or FMS.</p>
Obligor Zip Code	171-179	9	N	<p>Conditionally Required</p> <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add Case) or 'Z' (Address Change), this field contains a 5 or 9 digit zip code (refer to Section 2.1.5.3, "Address Processing", for information regarding address processing). If Transaction Type equals 'A' (Recertify Case), this field is not required. If present, the address that is currently stored at OCSE will be updated with the submitted address. If Transaction Type equals 'Z' (Address Change), Obligor Zip Code is required. If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R' or 'T', the address, if present, will not be updated at OCSE or FMS.
Date Issued	180-187	8	A/N	<p>Conditionally Required</p> <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add/Recertify Case), and the state issues their own Pre-Offset Notices, this field is required. The date must be in CCYYMMDD format. This field indicates the date that the Pre-Offset Notice was mailed. If OCSE issues the Pre-Offset Notices, OCSE will fill in the date. If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'R', 'T' and 'Z', the date issued, if present, will not be updated at OCSE or FMS.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Exclusion Indicator(s)	188-227	40	A	<p>Optional</p> <ul style="list-style-type: none"> If Transaction Type equals 'A' (Add/Recertify Case) or 'R', this field is optional. If setting more than one exclusion indicator, the indicators must be separated with a comma or space (e.g., RET,PAS,FIN, or RET PAS FIN). Valid exclusion indicators are: ADM – Exclude all Administrative Offsets (RET, SAL, VEN) RET – Exclude Federal Retirement Offset VEN – Exclude Vendor Payment/Miscellaneous Offset SAL – Exclude Federal Salary Offset (<i>pre-set at FMS on all cases</i>) TAX – Exclude Tax Refund Offset PAS – Exclude Passport Denial FIN – Exclude Multistate Financial Institution Data Match DCK – Exclude Debt Check Program (<i>for participating states</i>) Space – Remove all existing exclusion indicators If Transaction Type equals 'B', 'C', 'D', 'L', 'M', 'S', 'Z' or 'T', this field, if present, will not be updated at OCSE or FMS.
Filler	228-244	17	A/N	Space filled.

CHART E-1: CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Request Code	245	1	A/N	<p>Optional</p> <ul style="list-style-type: none"> • If Transaction Type equals 'M', this field should contain a 'P', to request that a Pre-Offset Notice be generated by OCSE. If present, this field will generate a PON if all of the edits are passed to update an arrearage amount and for processing a notice. • If Transaction Type equals 'A', 'B', 'C', 'D', 'L', 'R', 'S', 'T' or 'Z', no action will be taken at OCSE or FMS if this field contains a value.

CHART E-2: CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field should contain a valid, two-character, alphabetic state abbreviation code for the submitting state.
Control	3-5	3	A	This field must contain the value 'CTL' to indicate that this is the control record for the file.
Total TANF Records	6-14	9	N	This field should contain the total number of TANF records on the Case Submission and Update File.
Total Non-TANF Records	15-23	9	N	This field should contain the total number of Non-TANF records on the Case Submission and Update File.
Total TANF Amount	24-34	11	N	This field should contain the total arrearage amount for TANF records on the Case Submission and Update File.
Total Non-TANF Amount	35-45	11	N	This field should contain the total arrearage amount for Non-TANF records on the Case Submission and Update File.
Filler	46-245	200	A/N	Space Filled.

CHART E-3: STATE/LOCAL CONTACT PHONE AND ADDRESS RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	Required – Key Data This field must contain a valid, two-character, alphabetic state abbreviation code for the submitting state. Refer to Appendix H, “State and Territory Abbreviations; Country Codes”, for a list of these codes.
Local Code	3-5	3	A/N	Required – Key Data This field must be numeric. <ul style="list-style-type: none"> • If the local code is equal to '000', the state contact information will be updated. • If the local code is other than '000' and the local code is found on the OCSE State/Local Contact Phone and Address File, the local contact information will be updated. • If the local code is other than '000' and the local code is not found on the OCSE State/Local Contact Phone and Address File, the local contact information will be added.
Telephone Number 1	6-19	14	A/N	Required This field must contain the state or local contact telephone number. The area code must be surrounded by parentheses, with a space after the right parenthesis. The first three digits of the telephone number are followed by a dash, and the last four digits of the telephone number fill the remainder of the field (e.g., (301) 555-1212).
Extension 1	20-23	4	N	Optional If used, this field must be numeric, and contains the extension to Telephone Number 1.

CHART E-3: STATE/LOCAL CONTACT PHONE AND ADDRESS RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Telephone Number 2	24-37	14	A/N	Optional This field should contain the in-state toll-free telephone number, and will be designated as such on the Pre-Offset Notice. The area code must be surrounded by parentheses with a space after the right parenthesis. The first three digits of the telephone number are followed by a dash, and the last four digits of the telephone number fill the remainder of the field (e.g., (800) 555-1212).
Extension 2	38-41	4	N	Optional If present, this field must be numeric, and contains the extension to Telephone Number 2.
State Agency Name	42-76	35	A/N	Required This field must contain the name of the contact office (e.g., Bureau of Child Support Enforcement). A reference to “Child Support” or “Family Support” must be included in this field. Do not reference the ‘IRS’, ‘FMS’, or specific names of contact persons in any of the State Agency Name or Address Fields.
State Agency Address Line 1	77-111	35	A/N	Conditionally Required This field is required if Address Lines 2 and 3 are spaces.
State Agency Address Line 2	112-146	35	A/N	Conditionally Required This field is required if Address Lines 1 and 3 are spaces.
State Agency Address Line 3	147-181	35	A/N	Conditionally Required This field is required if Address Lines 1 and 2 are spaces.
State Agency Address Line 4	182-216	35	A/N	Required This field must contain the fourth address line for the state agency name (e.g., state, city and zip code).
Filler	217-220	4	A/N	Space Filled.

F. OUTPUT RECORD SPECIFICATIONS

This appendix consists of the following charts:

- Chart F-1: Rejected Case Submission and Update Record Layout
- Chart F-2: Rejected Case Submission and Update Control Record Layout
- Chart F-3: Unaccountable Missing Address Record Layout
- Chart F-4: Collection and Adjustment Record Layout
- Chart F-5: Collection and Adjustment Control Record Layout
- Chart F-6: Case Reconciliation Record Layout
- Chart F-7: Case Reconciliation Control Record Layout

Each chart provides a detailed description of the output records in the files that are created by the FOP System.

Each record layout in this section provides the following information:

1. Name
2. Location
3. Length
4. Type (A = alphabetic, N = numeric, or A/N = alphanumeric)
5. Comments

The Comments column in the charts provides an explanation of each field in the record layout and its relationship to other fields or records. Additional information regarding the fields may be found in Appendix C, “Data Dictionary”.

The output files are transmitted to the states using SSA’s network and the CONNECT:Direct protocol. Additional information regarding CONNECT:Direct, and the process for transmission of data, may be found in Section 7.1, “CONNECT:Direct”

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	N	This field contains the Social Security Number that was sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case ID that was submitted to OCSE on the Case Submission and Update Record.
Obligor Last Name	30-49	20	A/N	This field contains the obligor last name that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor First Name	50-64	15	A/N	This field contains the obligor first name that was sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-72	8	N	This field contains the arrearage amount that was sent to OCSE by the state on the Case Submission and Update Record.
Transaction Type	73	1	A	This field contains the transaction type that was sent to OCSE by the state on the Case Submission and Update Record.
Case Type Indicator	74	1	A	This field contains the case type indicator that was sent to OCSE by the state on the Case Submission and Update Record.
Transfer State Code	75-76	2	A	This field contains the transfer state code that was sent to OCSE by the state on the Case Submission and Update Record.
Transfer Local Code	77-79	3	A/N	This field contains the transfer local code that was sent to OCSE by the state on the Case Submission and Update Record.
Process Year	80-83	4	A/N	This field contains the process year s that was sent to OCSE by the state on the Case Submission and Update Record.

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Obligor Address Line1	84-113	30	A/N	This field contains the obligor address line 1 that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor Address Line2	114-143	30	A/N	This field contains the obligor address line 2 that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor City	144-168	25	A/N	This field contains the obligor city that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor State	169-170	2	A	This field contains the obligor state that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor Zip Code	171-179	9	N	This field contains the obligor zip code that was sent to OCSE by the state on the Case Submission and Update Record.
Date Issued	180-187	8	A/N	This field contains the PON date that was sent to OCSE by the state on the Case Submission and Update Record.
Exclusion Indicator(s)	188-227	40	A	This field contains the exclusion indicator(s) that was sent to OCSE by the state on the Case Submission and Update Record.
Rejected Error Codes	228-239	12	A/N	This field contains up to six two-digit codes. These codes are reported consecutively with no commas or spaces. Refer to Charts G-1, "Rejected Case Submission and Update Error Codes" and G-2, "Rejected Case Submission and Update Warning Codes", for complete lists of possible error and warning codes.
OCSE Last Name	240-243	4	A/N	When a case is rejected with error code 17, this field contains the first four characters of the obligor last name that is stored on the OCSE Case Master file for this case. The OCSE Last Name can be used to correct the obligor last name at the state. Refer to Chart G-1, "Rejected Case Submission and Update Error Codes", for a complete description of Error Code 17.
Filler	244-244	1	A/N	Space filled.

CHART F-1: REJECTED CASE SUBMISSION AND UPDATE RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Request Code	245-245	1	A/N	This field contains the request code that was sent to OCSE by the state on the Case Submission and Update Record.

CHART F-2: REJECTED CASE SUBMISSION AND UPDATE CONTROL RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
Reject Control	3-5	3	A	This is a constant field and contains 'CTL' to identify this record as the Reject Control Record.
TANF Accepted	6-14	9	N	This field contains the total number of TANF records on the Case Submission and Update Record that were accepted by OCSE.
TANF Rejected	15-23	9	N	This field contains the total number of TANF records on the Case Submission and Update Record that were rejected by OCSE.
Non-TANF Accepted	24-32	9	N	This field contains the total number of Non-TANF records on the Case Submission and Update Record that were accepted by OCSE.
Non-TANF Rejected	33-41	9	N	This field contains the total number of Non-TANF records on the Case Submission and Update Record that were rejected by OCSE.
TANF Warning	42-50	9	N	This field contains the total number of TANF records on the Case Submission and Update Record that received a warning from OCSE.
Non-TANF Warning	51-59	9	N	This field contains the total number of Non-TANF records on the Case Submission and Update Record that received a warning from OCSE.
Filler	60-245	186	A/N	Space filled.

CHART F-3: UNACCOUNTABLE MISSING ADDRESS RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state on the Case Submission and Update Record.
SSN	6-14	9	A/N	This field contains the Social Security Number that was sent to OCSE by the state on the Case Submission and Update Record.
Case ID	15-29	15	A/N	This field contains the case identification that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor Last Name	30-49	20	A/N	This field contains the obligor last name that was sent to OCSE by the state on the Case Submission and Update Record.
Obligor First Name	50-64	15	A/N	This field contains the obligor first name that was sent to OCSE by the state on the Case Submission and Update Record.
Arrearage Amount	65-75	11	N	This field contains the arrearage amount that was sent to OCSE by the state on the Case Submission and Update Record.
Unaccountable Error Code	76-77	2	A	This field contains one two-digit error code that identifies the reason that the case address is unaccountable. Refer to Chart G-3, "Unaccountable Missing Address Error Codes", for a complete list of possible error codes and explanations.
Name Control	78-81	4	A	This field contains the first four characters of the obligor last name that was sent to OCSE on the Case Submission and Update Record.
Case Type Indicator	82	1	A/N	This field contains the case type indicator that was sent to OCSE by the state on the Case Submission and Update Record.
Transfer State Code	83-84	2	A	This field contains the transfer state code that was sent to OCSE by the state on the Case Submission and Update Record.

CHART F-3: UNACCOUNTABLE MISSING ADDRESS RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Transfer Local Code	85-87	3	A/N	This field contains the transfer local code that was sent to OCSE by the state on the Case Submission and Update Record.
Corrected SSN	88-96	9	A/N	If the unaccountable error code is 31, this field contains a corrected Social Security Number that was received from SSA. If the unaccountable error code is 20, this field is spaces.
Filler	97-108	12	A/N	Space filled.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE by the state and stored on the OCSE Case Master File.
Local Code	3-5	3	A/N	This field contains the local code that was sent to OCSE by the state and stored on the OCSE Case Master File.
SSN	6-14	9	N	This field contains the Social Security Number that was sent to OCSE by the state and stored on the OCSE Case Master File.
Case ID	15-29	15	A/N	This field contains the case identification that was sent to OCSE by the state and stored on the OCSE Case Master File.
Obligor Last Name	30-49	20	A/N	This field contains the obligor last name that was sent to OCSE by the state and stored on the OCSE Case Master File.
Obligor First Name	50-64	15	A/N	This field contains the obligor first name s that was sent to OCSE by the state and stored on the OCSE Case Master File.
Certified Arrearage Amount	65-75	11	N	This field contains the arrearage amount that is stored on the OCSE Case Master File at the time of certification. The certified arrearage amount is a signed positive numeric amount with two decimal places assumed.
Collection Amount	76-86	11	N	This field contains the amount of the offset that was sent to OCSE on the FMS Weekly Collection Record. The collection amount is a signed positive numeric amount with two decimal places assumed. If the Collection Amount Field contains a value greater than zero, the adjustment amount is zeroes.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Adjustment Amount	87-97	11	N	This field contains the amount of the adjustment that was sent to OCSE on the FMS Weekly Collection Record. The adjustment amount is a signed positive numeric amount with two decimal places assumed. If the adjustment amount contains a value greater than zero, the collection amount is zeroes.
Adjustment Year	98-101	4	N	This field contains the year the offset originated that was sent to OCSE on the FMS Weekly Collection Record. The adjustment year is in the CCYY format. If the adjustment amount is greater than zero, this field contains a valid year. If the collection amount is greater than zero this field is zeroes.
Offset Year	102-105	4	N	This field contains the current processing year when the offset occurred, in the CCYY format.
Return Indicator	106	1	A	This field contains the return indicator that was sent to OCSE on the FMS Weekly Collection Record. The return indicator identifies whether or not this is a joint return. Y – joint return N – not a joint return
Case Type Indicator	107	1	A	This field contains the case type indicator that was sent to OCSE by the state and stored on the OCSE Case Master File.
Transfer State Code	108-109	2	A	This field contains the transfer state code that was sent to OCSE by the state, and stored on the OCSE Case Master File.
Transfer Local Code	110-112	3	A/N	This field contains the transfer local code that was sent to OCSE by the state, and stored on the OCSE Case Master File.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Payment Name	113-147	35	A/N	If the collection amount is greater than zero, this field contains the name on the FMS Payment Record. If the return indicator is equal to 'Y', this field may contain both obligor and/or non-obligor name(s). If the adjustment amount is greater than zero, this field contains spaces.
Payment Street Address	148-182	35	A/N	If the collection amount is greater than zero, this field contains the payment street address that was sent to OCSE on the FMS Weekly Collection Record. If the adjustment amount is greater than zero, this field contains spaces.
Payment City and State	183-207	25	A/N	If the collection amount is greater than zero, this field contains the payment city and state that was sent to OCSE on the FMS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.
Payment Zip Code	208-216	9	N	If the collection amount is greater than zero, this field contains the payment Zip Code that was sent to OCSE on the FMS Payment Record. If the adjustment amount is greater than zero, this field contains spaces.
Offset Type	217-219	3	A	This field identifies the type of offset or adjustment that applied. Valid values are: RET – Federal Retirement TAX – Tax Refund Offset VEN – Vendor Payment/Miscellaneous
Fee Amount	220-224	5	N	This field contains the service fee amount for an adjustment that was sent to OCSE on the FMS Weekly Collection Record. The fee amount is a signed positive numeric amount with two decimal places assumed. If the collection amount contains a value greater than zero, the fee amount is zeroes.

CHART F-4: COLLECTION AND ADJUSTMENT RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Injured Spouse Indicator	225-225	1	A	<p>This field contains the injured spouse indicator that was sent to OCSE on the FMS Weekly Collection Record. The injured spouse indicator identifies if an injured spouse claim has been processed.</p> <p>Y – processed injured spouse claim</p> <p>N – no information is available, or no injured spouse claim has been filed.</p> <p>This field is only populated for Non-TANF joint return offset records, i.e., position 106 is a ‘Y’ and position 107 is an ‘N’.</p> <p>If the record is for a TANF offset, Non-TANF single return offset or any adjustment record, the field contains a space.</p>
Zero Balance Delete Indicator	226-226	1	A	<p>This field contains the zero balance delete indicator that was set by OCSE to show that an offset reduced the modified arrearage amount for a case to zero. The case is deleted at OCSE but not FMS.</p> <p>Y – case deleted by the offset</p> <p>N – all other records, including adjustments and offsets that did not reduce the modified arrearage amount to zeros</p>
TOP Trace Number	227-236	10	A/N	The trace number assigned to a collection by FMS and returned as an identifier with a collection or associated adjustment.
Filler	237-240	4	A/N	Space filled.

CHART F-5: COLLECTION AND ADJUSTMENT CONTROL RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Submitting State Code	1-2	2	A	This field contains the state abbreviation that was sent to OCSE and stored on the OCSE Case Master File.
Filler	3-5	3	A/N	Space Filled.
Total Control	6-14	9	A/N	This field is a constant field and contains 'TOTAL' to identify this record as the Collection and Adjustment Control Record.
Filler	15-34	20	A/N	Space Filled.
Total Adjustments	35-49	15	N	This field contains the total number of adjustments that were processed.
Total Collections	50-64	15	N	This field contains the total number of collections that were processed.
Total Certified Arrearage Amount	65-75	11	N	This field is an accumulation of the certified arrearage amounts that were processed. The total certified arrearage amount is a signed positive numeric amount with two decimal places assumed.
Total Collection Amount	76-86	11	N	This field is an accumulation of the collection amounts that were processed. The total collection amount is a signed positive numeric amount with two decimal places assumed.
Total Adjustment Amount	87-97	11	N	This field is an accumulation of the adjustment amounts that were processed. The total adjustment amount is a signed positive numeric amount with two decimal places assumed.
Total Net Amount	98-108	11	N	This field contains the total collection amount minus the total adjusted amount. The total net amount is a signed positive numeric amount with two decimal places assumed.
Filler	109-240	132	A/N	Space filled.

CHART F-6: CASE RECONCILIATION RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Record Identifier	1-3	3	A	This field is a constant and contains 'REC' to identify this record as the Federal Offset Reconciliation Detail Record.
Submitting State Code	4-5	2	A	This field contains a valid state code for the state requesting the Reconciliation File. The state code contains a valid two-character alphabetic postal abbreviation.
Local Code	6-8	3	A/N	This field contains the most recent local code submitted by the state and accepted for the case.
SSN	9-17	9	N	This field contains the Social Security Number submitted for the obligor.
Case ID	18-32	15	A/N	This field contains the case identification that was submitted by the state for the case. This field contains spaces if a case identification was not submitted by the state.
Obligor Last Name	33-52	20	A/N	This field contains the last name of the obligor as originally certified. It will contain at least one alphabetic character and be uppercase. No embedded spaces or special characters, except a hyphen, will be present within the first four positions.
Obligor First Name	53-62	10	A/N	This field contains the first name of the obligor, up to the first 10 characters. It contains at least one alphabetic character and be uppercase.
Current Arrearage Amount	63-70	8	N	This field contains the current arrearage amount for the case. The value is the amount certified by the state net of any Tax or Administrative Offsets or modifications. This field contains the amount in whole dollars only.
Case Type Indicator	71	1	A	This field contains one of the following codes to indicate the type of case: A – TANF N – Non-TANF

CHART F-6: CASE RECONCILIATION RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Last Pre-Offset Notice Date	72-79	8	A/N	This field contains the date that the most recent Pre-Offset Notice was sent, in CCYYMMDD format. If OCSE issues the notice for the state, this is the date that the Pre-Offset Notice was sent by OCSE. If the state issues the notice, this is the date issued that was provided by the state on the Add Case Transaction or the Annual Submittal Process Transaction.
Pre-Offset Notice Hold Indicator	80	1	A	This field contains one of the following values to indicate if the case is active at FMS: H – The case is on hold pending the Pre-Offset Notice hold period. Space – The case has either been sent to FMS or is MSFIDM-only.
Department of State Action Indicator	81	1	A	This field contains one of the following codes to indicate the action that was taken with DoS for the case: S – OCSE submitted the obligor to DoS for passport denial when the case's arrearage amount exceeded the Federally-mandated threshold. D – OCSE previously submitted the obligor to DoS for passport denial, but has now forwarded a Delete Record to DoS. C – OCSE submitted the obligor to DoS for passport denial when the combined arrearage amount for the eligible TANF and Non-TANF cases from a single state exceeded the Federally-mandated threshold. R – OCSE submitted the obligor to DoS for passport denial, but DoS rejected the case for an invalid country code or an invalid date of birth. Space – The obligor is eligible to receive their passport based on one of the following conditions: 1) the current arrearage amount is less than the Federally mandated threshold, or 2) the Passport Denial exclusion indicator was set.

CHART F-6: CASE RECONCILIATION RECORD LAYOUT				
OMB Control No: 0970-0161 Expiration Date: 04/30/2007				
Field Name	Location	Length	A/N	Comments
Administrative Offset Exclusion Indicator	82-84	3	A	This field contains one of the following values that were sent by the state: ADM – Exclude all Administrative Offsets (RET, SAL, VEN) Space – Exclusion indicator does not apply
Federal Retirement Offset Exclusion Indicator	85-87	3	A	This field contains one of the following values that were sent by the state: RET – Exclude Federal Retirement Space – Exclusion indicator does not apply
Vendor Payments Exclusion Indicator	88-90	3	A	This field contains one of the following values that were sent by the state: VEN – Exclude Vendor Payment/Miscellaneous Space – Exclusion indicator does not apply
Federal Salary Exclusion Indicator	91-93	3	A	This field contains one of the following values that were sent by the state: SAL – Exclude Federal Salary (<i>pre-set on all cases at FMS</i>) Space – Exclusion indicator does not apply
Tax Refund Offset Exclusion Indicator	94-96	3	A	This field contains one of the following values that were sent by the state: TAX – Exclude Tax Refund Offset Space – Exclusion indicator does not apply
Passport Denial Exclusion Indicator	97-99	3	A	This field contains one of the following values that were sent by the state: PAS – Exclude Passport Denial Space – Exclusion indicator does not apply
Multi-State Financial Institution Data Match Exclusion Indicator	100-102	3	A	This field contains one of the following values that were sent by the state: FIN – Exclude MSFIDM Space – Exclusion indicator does not apply
Debt Check Exclusion Indicator	103-105	3	A	This field contains one of the following values that were sent by the state: DCK – Exclude from the Debt Check Program Space – Exclusion indicator does not apply
Filler	106-245	140	A/N	This field is reserved for future use and contains spaces.

CHART F-7: CASE RECONCILIATION CONTROL RECORD LAYOUT

OMB Control No: 0970-0161 Expiration Date: 04/30/2007

Field Name	Location	Length	A/N	Comments
Record Identifier	1-3	3	A	This field is a constant and contains 'RCT' to identify this record as the Federal Offset Reconciliation Control Totals Record.
Submitting State Code	4-5	2	A	This field contains the state abbreviation that was sent to OCSE by the state on the Case Submission and Update Record.
TANF Cases Returned	6-14	9	N	This field contains a count of the total detail records on the file for TANF cases.
Non-TANF Cases Returned	15-23	9	N	This field contains a count of the total detail records on the file for Non-TANF cases.
Total Cases Returned	24-32	9	N	This field contains a count of the total number detailed records on the file.
Extract Date	33-40	8	N	Contains the date the reconciliation data was extracted from the OCSE Case Master file in CCYYMMDD format.
Filler	41-245	205	A/N	This field is reserved for future use and contains spaces.

G. ERROR CODES AND EXPLANATIONS

This appendix consists of the following charts:

Chart G-1: Rejected Case Submission and Update Error Codes

Chart G-2: Rejected Case Submission and Update Warning Codes

Chart G-3: Unaccountable Missing Address Error Codes

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
01	Invalid Submitting State Code The State Code for the submitting state was not a standard state abbreviation. Refer to Appendix H, "State and Territory Abbreviations, Country Codes", for a list of valid country codes.	A (Add/Recertify), B, C, D, L, M, R, S, T, Z
02	Invalid SSN The Social Security Number contained blanks, non-numeric digits, all zeros, or may have been outside the SSA-defined range. Refer to Chart E-1, "Case Submission and Update Record Layout", for specific edit criteria.	A (Add/Recertify)
03	Invalid Last Name The first four characters of the last name contained embedded spaces or special characters, other than a hyphen; or the last name was all spaces.	A (Add/Recertify), B
04	Invalid First Name The first position of the first name contained a space or special character.	A (Add/Recertify), B
05	Invalid Arrearage Amount If the Transaction Type equals 'A', the arrearage amount was not numeric, contained special characters (e.g., dollar sign, plus or minus sign, or decimal point, etc.), or was less than \$25. If the Transaction Type equals 'M', the arrearage amount was not numeric or contained special characters (e.g., dollar sign, plus or minus sign, or decimal point, etc.). If the Transaction Type equals 'S', the accumulated payment amount was not numeric or contained special characters.	A (Add/Recertify), M, S
06	Case Already Exists for an Add The state tried to add a new case that was already active on the OCSE Case Master File.	A (Add Case)
07	Invalid Transaction Type The Transaction Type submitted on the Case Submission and Update Record was not equal to 'A', 'B', 'C', 'D', 'L', 'M', 'R', 'S', 'T' or 'Z'.	N/A

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
08	<p>Duplicate Transaction Request Exists for Same Cycle</p> <p>More than one weekly update transaction containing the same Transaction Type, submitting State Code, SSN, and Case Type indicator was submitted for processing in the same weekly processing cycle.</p> <p>If the Transaction Type equals 'S', the process year and the key fields match.</p> <p>If the Transaction Type equals 'M', and both transactions are in the same file and have the same arrearage amount, only the first one is rejected.</p> <p>If both transactions are in the same file and have a different arrearage amount, both are rejected because it cannot be determined which transaction was entered first by the submitting state.</p>	A (Add/Recertify), B, C, D, L, M, R, S, T, Z
09	<p>Invalid Case Type Indicator</p> <p>The Case Type indicator was not equal to 'A' (TANF) or 'N' (Non-TANF).</p>	A (Add/Recertify), B, C, D, L, M, R, S, T, Z
11	<p>Invalid State Payment Amount</p> <p>If the Transaction Type equals 'S', the arrearage amount was not numeric, contained special characters (e.g., dollar sign, plus or minus sign, or decimal point, etc.), or was blank.</p>	S
12	<p>Record Not Found on the OCSE Case Master File</p> <p>The key fields of the submitted case (SSN, State Code, and Case Type) did not match a case on the OCSE Case Master File.</p> <p>If the Transaction Type equals 'S', the key fields and the process year submitted did not match a case on the OCSE Case Master File for the specified processing year.</p>	B, C, D, L, M, R, S, T, Z
17	<p>Last Name Does Not Match OCSE Last Name</p> <p>The first four characters of the submitted obligor last name did not match either the first four characters of the last name on the OCSE Case Master File, or the first four characters of the last name on a name Change Transaction that was submitted in the same cycle for the same State Code, SSN, and Case Type indicator.</p>	C, D, L, M, R, S, T, Z

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
19	FMS Cannot Decrease a Debt with an Existing Balance of Zero The balance for a case at FMS was equal to zero. An offset may have occurred at FMS that is still pending at OCSE. It is recommended that the state review its subsequent Collection and Adjustment File that is associated with the case.	M
23	Invalid Transfer State Code The State Code for the transfer state was not valid. Refer to Appendix H, "State and Territory Abbreviations; Country Codes", for a list of valid state codes.	T
26	Invalid Processing Year for State Payment The processing year submitted on a State Payment transaction was equal to spaces or was more than seven years older than the current year.	S
29	Invalid Local Code If the submitted Local Code was not spaces, it was not found on the State's Local Code File.	L
32	Invalid Date Issued The Pre-Offset Notice Date Issued Field was not in the CCYYMMDD format, contained spaces, was not numeric, or did not contain a valid date. This error code applies only to states that send their own Pre-Offset Notices.	A (Add/Recertify)
33	Invalid Exclusion Indicator(s) The Exclusion Indicator field on the Case Submission and Update Record contained an invalid value.	A (Add/Recertify), R
34	State Payment Transaction Submitted, but No Offset Payment Found for the Offset Year A State Payment transaction was submitted for a case that never received an offset during the processing year specified.	S
38	Case Was Previously Deleted An attempt was made to update or delete a case that was already flagged as deleted.	B, C, D, L, M, R, T, Z

CHART G-1: REJECTED CASE SUBMISSION AND UPDATE ERROR CODES		
Error Code	Error Message and Explanation	Transaction Type
39	Invalid Transaction for MSFIDM-Only Case An invalid attempt was made to switch a case from MSFIDM-Only to standard or from standard to an MSFIDM-Only case.	R
40	Incomplete Address An address must contain data in Address Line 1, Address Line 2, City, and State.	Z

CHART G-2: REJECTED CASE SUBMISSION AND UPDATE WARNING CODES		
Warning Code	Warning Message and Explanation	Transaction Type
47	Address Warning The address for Transaction Type 'A' is missing both an Address Line 1 and an Address Line 2, or a City, or a State.	A (Add/Recertify)
55	No PON Request for Mod to \$0 A Request Code of 'P' is included on a Transaction Type 'M' transaction that has the arrearage amount set to zeros.	M
56	PON Req Invalid For MSFIDM-Only Case A Request Code of 'P' is included on a Transaction Type 'M' transaction for a MSFIDM-only case.	M
57	No Prev PON Date For PON Req A Request Code of 'P' is included on a Transaction Type 'M' transaction for a case that has not been issued a Pre-Offset Notice.	M
58	PON Request Missing Address A Request Code of 'P' is included on a Transaction Type 'M' transaction for a case that does not have an address.	M
59	PON Req Not Avail For State Notice A Request Code of 'P' is included on a Transaction Type 'M' transaction where the case is in a state that issues its own notices.	M

CHART G-3: UNACCOUNTABLE MISSING ADDRESS ERROR CODES	
Error Code	Error Message and Explanation
20	The SSN was not found on the IRS Taxpayer Master File. As a result, it was not possible to obtain an address for the case. OCSE forwarded the SSN and the name to SSA. SSA was unable to find a corrected SSN for the name.
31	The SSN was not found on the IRS Taxpayer Master File. As a result, it was not possible to obtain an address for the case. OCSE forwarded the name and SSN to SSA. SSA found a corrected SSN for the name. The corrected SSN is being returned.

H. STATE AND TERRITORY ABBREVIATIONS; COUNTRY CODES

This appendix consists of the following charts:

Chart H-1: State and Territory Abbreviations

Chart H-2: FMS Country Codes

The state, territory and country codes listed in these charts are compliant with U.S. Postal Service codes. State and territory abbreviations are displayed alphabetically.

Country code information is displayed two ways to facilitate easy lookup. The first two columns present countries and associated codes, sorted alphabetically by codes. The third and fourth columns present the same information, sorted alphabetically by country names.

CHART H-1: STATE AND TERRITORY ABBREVIATIONS			
State Name	Abbreviation	State Name	Abbreviation
Alabama	AL	Montana	MT
Alaska	AK		
America Samoa	AS	Nebraska	NE
Arizona	AZ	Nevada	NV
Arkansas	AR	New Hampshire	NH
		New Jersey	NJ
California	CA	New Mexico	NM
Colorado	CO	New York	NY
Connecticut	CT	North Carolina	NC
		North Dakota	ND
Delaware	DE		
District of Columbia	DC	Ohio	OH
		Oklahoma	OK
Florida	FL	Oregon	OR
Georgia	GA	Pennsylvania	PA
Guam	GU	Puerto Rico	PR
Hawaii	HI	Rhode Island	RI
Idaho	ID	South Carolina	SC
Illinois	IL	South Dakota	SD
Indiana	IN		
Iowa	IA	Tennessee	TN
		Texas	TX
Kansas	KS		
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
		Virgin Islands	VI
Maine	ME	Virginia	VA
Maryland	MD		
Massachusetts	MA	Washington	WA
Michigan	MI	Washington, DC	DC
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

CHART H-2: FMS COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
AD	Andorra	Afghanistan	AF
AE	United Arab Emirates	Albania	AL
AF	Afghanistan	Algeria	DZ
AG	Antigua and Barbuda	Andorra	AD
AI	Anguilla	Angola	AO
AL	Albania	Anguilla	AI
AM	Armenia	Antigua and Barbuda	AG
AN	Netherlands Antilles	Argentina	AR
AO	Angola	Armenia	AM
AR	Argentina	Aruba	AW
AT	Austria	Australia	AU
AU	Australia	Austria	AT
AW	Aruba	Azerbaijan	AZ
AZ	Azerbaijan	Bahamas	BS
BA	Bosnia and Herzegovina	Bahrain	BH
BB	Barbados	Bangladesh	BD
BD	Bangladesh	Barbados	BB
BE	Belgium	Belarus	BY
BF	Burkina Faso	Belgium	BE
BG	Bulgaria	Belize	BZ
BH	Bahrain	Benin	BJ
BI	Burundi	Bermuda	BM
BJ	Benin	Bhutan	BT
BM	Bermuda	Bolivia	BO
BN	Brunei Darussalam	Bosnia and Herzegovina	BA
BO	Bolivia	Botswana	BW
BR	Brazil	Brazil	BR
BS	Bahamas	British Indian Ocean Territory	IO
BT	Bhutan	Brunei Darussalam	BN
BW	Botswana	Bulgaria	BG
BY	Belarus	Burkina Faso	BF
BZ	Belize	Burundi	BI
CA	Canada	Cambodia	KH
CD	Congo, Dem. Republic of	Cameroon	CM
CF	Central African Rep	Canada	CA

CHART H-2: FMS COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
CG	Congo	Cape Verde	CV
CH	Switzerland	Cayman Islands	KY
CI	Cote d'Ivoire	Central African Rep	CF
CK	Cook Islands	Chad	TD
CL	Chile	Chile	CL
CM	Cameroon	China	CN
CN	China	Colombia	CO
CO	Colombia	Comoros	KM
CR	Costa Rica	Congo	CG
CU	Cuba	Congo, Dem. Republic of	CD
CV	Cape Verde	Cook Islands	CK
CY	Cyprus	Costa Rica	CR
CZ	Czech Republic	Cote d'Ivoire	CI
DE	Germany	Croatia	HR
DJ	Djibouti	Cuba	CU
DK	Denmark	Cyprus	CY
DM	Dominica	Czech Republic	CZ
DO	Dominican Republic	Dem. People's Rep of Korea	KP
DZ	Algeria	Denmark	DK
EC	Ecuador	Djibouti	DJ
EE	Estonia	Dominica	DM
EG	Egypt	Dominican Republic	DO
ER	Eritrea	East Timor	TP
ES	Spain	Ecuador	EC
ET	Ethiopia	Egypt	EG
FI	Finland	El Salvador	SV
FJ	Fiji	Equatorial Guinea	GQ
FK	Falkland Islands (Malvinas)	Eritrea	ER
FM	Micronesia, Federated States of	Estonia	EE
FO	Faroe Islands	Ethiopia	ET
FR	France	Falkland Islands (Malvinas)	FK
GA	Gabon	Faroe Islands	FO
GB	Great Britain	Fiji	FJ
GD	Grenada	Finland	FI
GE	Georgia	France	FR
GF	French Guiana	French Guiana	GF
GH	Ghana	French Polynesia	PF

CHART H-2: FMS COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
GI	Gibraltar	French Southern Territories	TF
GL	Greenland	Gabon	GA
GM	Gambia	Gambia	GM
GN	Guinea	Georgia	GE
GP	Guadeloupe	Germany	DE
GQ	Equatorial Guinea	Ghana	GH
GR	Greece	Gibraltar	GI
GT	Guatemala	Great Britain	GB
GW	Guinea-Bissau	Greece	GR
GY	Guyana	Greenland	GL
HK	Hong Kong, China	Grenada	GD
HN	Honduras	Guadeloupe	GP
HR	Croatia	Guatemala	GT
HT	Haiti	Guinea	GN
HU	Hungary	Guinea-Bissau	GW
ID	Indonesia	Guyana	GY
IE	Ireland	Haiti	HT
IL	Israel	Honduras	HN
IN	India	Hong Kong, China	HK
IO	British Indian Ocean Territory	Hungary	HU
IQ	Iraq	Iceland	IS
IR	Iran, Islamic Republic of	India	IN
IS	Iceland	Indonesia	ID
IT	Italy	Iran, Islamic Republic of	IR
JM	Jamaica	Iraq	IQ
JO	Jordan	Ireland	IE
JP	Japan	Israel	IL
KE	Kenya	Italy	IT
KG	Kyrgyzstan	Jamaica	JM
KH	Cambodia	Japan	JP
KI	Kiribati	Jordan	JO
KM	Comoros	Kazakhstan	KZ
KN	Saint Kitts and Nevis	Kenya	KE
KP	Dem. People's Rep of Korea	Kiribati	KI
KR	Korea	Korea	KR
KW	Kuwait	Kuwait	KW
KY	Cayman Islands	Kyrgyzstan	KG

CHART H-2: FMS COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
KZ	Kazakhstan	Lao, People's Dem. Republic	LA
LA	Lao, People's Dem. Republic	Latvia	LV
LB	Lebanon	Lebanon	LB
LC	Saint Lucia	Lesotho	LS
LI	Liechtenstein	Liberia	LR
LK	Sri Lanka	Libyan Jamahiriya	LY
LR	Liberia	Liechtenstein	LI
LS	Lesotho	Lithuania	LT
LT	Lithuania	Luxembourg	LU
LU	Luxembourg	Macau	MO
LV	Latvia	Madagascar	MG
LY	Libyan Jamahiriya	Malawi	MW
MA	Morocco	Malaysia	MY
MC	Monaco	Maldives	MV
MD	Moldova, Republic of	Mali	ML
MG	Madagascar	Malta	MT
MH	Marshall Islands	Marshall Islands	MH
MK	The former Yugoslav Republic of Macedonia	Martinique	MQ
ML	Mali	Mauritania	MR
MM	Myanmar	Mauritius	MU
MN	Mongolia	Mayotte, Territorial Community of	YT
MO	Macau	Mexico	MX
MP	Northern Mariana Islands	Micronesia, Federated States of	FM
MQ	Martinique	Moldova, Republic of	MD
MR	Mauritania	Monaco	MC
MS	Montserrat	Mongolia	MN
MT	Malta	Montserrat	MS
MU	Mauritius	Morocco	MA
MV	Maldives	Mozambique	MZ
MW	Malawi	Myanmar	MM
MX	Mexico	Namibia	NA
MY	Malaysia	Nauru	NR
MZ	Mozambique	Nepal	NP
NA	Namibia	Netherlands	NL
NC	New Caledonia	Netherlands Antilles	AN
NE	Niger	New Caledonia	NC

CHART H-2: FMS COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
NF	Norfolk Island	New Zealand	NZ
NG	Nigeria	Nicaragua	NI
NI	Nicaragua	Niger	NE
NL	Netherlands	Nigeria	NG
NO	Norway	Niue	NU
NP	Nepal	Norfolk Island	NF
NR	Nauru	Northern Mariana Islands	MP
NU	Niue	Norway	NO
NZ	New Zealand	Oman	OM
OM	Oman	Pakistan	PK
PA	Panama (Rep)	Palau	PW
PE	Peru	Panama (Rep)	PA
PF	French Polynesia	Papua New Guinea	PG
PG	Papua New Guinea	Paraguay	PY
PH	Philippines	Peru	PE
PK	Pakistan	Philippines	PH
PL	Poland (Rep)	Pitcairn, Henderson, Ducie and Oeno Islands	PN
PM	Territorial Community of St Pierre and Miquelon	Poland (Rep)	PL
PN	Pitcairn, Henderson, Ducie and Oeno Islands	Portugal	PT
PT	Portugal	Qatar	QA
PW	Palau	Reunion	RE
PY	Paraguay	Romania	RO
QA	Qatar	Russian Federation	RU
RE	Reunion	Rwanda	RW
RO	Romania	Saint Helena	SH
RU	Russian Federation	Saint Kitts and Nevis	KN
RW	Rwanda	Saint Lucia	LC
SA	Saudi Arabia	Saint Vincent and the Grenadines	VC
SB	Solomon Islands	Samoa	WS
SC	Seychelles	San Marino	SM
SD	Sudan	Sao Tome and Principe	ST
SE	Sweden	Saudi Arabia	SA
SG	Singapore	Senegal	SN
SH	Saint Helena	Seychelles	SC

CHART H-2: FMS COUNTRY CODES			
Code (Sorted by Code)	Country	Country (Sorted by Country)	Code
SI	Slovenia	Sierra Leone	SL
SK	Slovakia	Singapore	SG
SL	Sierra Leone	Slovakia	SK
SM	San Marino	Slovenia	SI
SN	Senegal	Solomon Islands	SB
SO	Somalia	Somalia	SO
SR	Suriname	South Africa	ZA
ST	Sao Tome and Principe	Spain	ES
SV	El Salvador	Sri Lanka	LK
SY	Syrian Arab Rep	Sudan	SD
SZ	Swaziland	Suriname	SR
TC	Turks and Caicos Islands	Swaziland	SZ
TD	Chad	Sweden	SE
TF	French Southern Territories	Switzerland	CH
TG	Togo	Syrian Arab Rep	SY
TH	Thailand	Tajikistan	TJ
TJ	Tajikistan	Tanzania, United Republic of	TZ
TK	Tokelau	Territorial Community of St Pierre and Miquelon	PM
TM	Turkmenistan	Thailand	TH
TN	Tunisia	The former Yugoslav Republic of Macedonia	MK
TO	Tonga (including Niuafu'ou)	Togo	TG
TP	East Timor	Tokelau	TK
TR	Turkey	Tonga (including Niuafu'ou)	TO
TT	Trinidad and Tobago	Trinidad and Tobago	TT
TV	Tuvalu	Tunisia	TN
TZ	Tanzania, United Republic of	Turkey	TR
UA	Ukraine	Turkmenistan	TM
UG	Uganda	Turks and Caicos Islands	TC
US	United States of America	Tuvalu	TV
UY	Uruguay	Uganda	UG
UZ	Uzbekistan	Ukraine	UA
VA	Vatican	United Arab Emirates	AE
VC	Saint Vincent and the Grenadines	United States of America	US
VE	Venezuela	Unknown Foreign Country	XX
VG	Virgin Islands (British)	Uruguay	UY

CHART H-2: FMS COUNTRY CODES			
Code <i>(Sorted by Code)</i>	Country	Country <i>(Sorted by Country)</i>	Code
VN	Vietnam	Uzbekistan	UZ
VU	Vanuatu	Vanuatu	VU
WF	Wallis and Futuna Islands	Vatican	VA
WS	Samoa	Venezuela	VE
YE	Yemen	Vietnam	VN
YT	Mayotte, Territorial Community of	Virgin Islands (British)	VG
YU	Yugoslavia	Wallis and Futuna Islands	WF
ZA	South Africa	Yemen	YE
ZM	Zambia	Yugoslavia	YU
ZW	Zimbabwe	Zambia	ZM
XX	Unknown Foreign Country	Zimbabwe	ZW

I. LETTERS AND NOTICES

This appendix includes the following examples:

- I.1 Annual Certification Letter (completed by the State and sent to OCSE)
- I.2 OCSE Pre-Offset Notice (completed by OCSE and sent to the obligor)
- I.3 FMS Offset Notice (completed by FMS and sent to the obligor)
- I.4 Bankruptcy Notification Letter
- I.5 Bankruptcy Dismissal Letter
- I.6 FMS OPM Pre-Offset Notice
- I.7 Debt Check – SBA Loan Denial Letter

States are required to submit the Annual Certification Letter to OCSE for all cases that are submitted to the Federal Offset Program. The Certification Letter is completed by the State IV-D Director and certifies that every request for collection or Passport Denial will meet the Federal requirements for Federal Income Tax Refund Offset, Administrative Offset, and request for U.S. Passport Denial. The Certification Letter gives each state the option to print their own Pre-Offset Notices or to have OCSE print Pre-Offset Notices on behalf of the state. Information that is necessary for the Pre-Offset Notices and Offset Notices is included in the letter. The Certification Letter also contains a section for indicating the number of days that the state would like OCSE to hold new cases before mailing Pre-Offset Notices.

The OCSE Pre-Offset Notice informs the obligor that an offset *may* occur. If a state requests that OCSE mail Pre-Offset Notices to obligors, a Pre-Offset Notice will be sent for all new or recertified cases for that state. This option may be changed at any time by submitting a new Certification Letter informing OCSE. The Pre-Offset Notice contains the state and local child support agency addresses and the obligor address, SSN, Case Number, Local ID, and the certified arrearage amount that may be collected. The Pre-Offset Notice explains the Federal Tax Refund Offset, Administrative Offset, Passport Denial regulations, and the procedures that the obligor can take to contest proposed offset remedies.

FMS issues a Pre-Offset Notice to inform an obligor that all or part of their Federal monthly benefit payment (i.e., a Federal retirement payment) may be subject to administrative offset, and the proceeds applied to the obligor's delinquent debt. The date of the pending payment that will be subject to administrative offset is provided, with the name of the Federal agency that is collecting the debt.

The Bankruptcy Notification Letter is issued by OCSE to the states to inform them of obligor(s) who have filed for bankruptcy.

SBA issues the SBA Loan Denial Letter. SBA issues a rejection letter to inform an obligor that their application for a small business loan was declined due to a delinquent Federal debt. The letter provides the obligor with contact information for the Federal agency that is attempting to collect the debt. The obligor may request reconsideration of their loan application after the debt delinquency is resolved.

I.1 Annual Certification Letter

Use State Letterhead

Date:
Office of Child Support Enforcement
Department of Health and Human Services
Special Collections
370 L'Enfant Promenade, S.W., 2nd Floor
Washington, D.C. 20447

From: _____, _____, _____

State IV-D Director

Title

Jurisdiction

Subject: Request for Collection of Delinquent Child and/or Spousal Support by Financial Management Service (FMS) through the Federal Tax Refund Offset process and/or the Federal Administrative Offset process and Request for Denial of Passport Applications

I certify that every request for collection meets the following requirements:

1. (A) For Federal Tax Refund Offset assistance cases, the amount of the delinquency under a court or administrative order for child and/or spousal support is not less than \$150 and has been assigned to the State.
(B) Federal Tax Refund Offset non-assistance cases, the amount of the delinquency under a court or administrative order for child support is not less than \$500, the child is a "qualified child" under section 464 of the Social Security Act (the Act) and the State is enforcing the order under section 454(4)(A)(ii) of the Act.
(C) For Administrative Offset cases, the amount of the delinquency under a court or administrative order for support (for a child and the parent with whom the child is living) is not less than \$25 and there has been an assignment of the support rights to the State or the State is enforcing the order under section 454(4)(A)(ii) of the Act.
2. This agency has verified the accuracy of the arrears, has a copy of the order and any modifications, has a copy of the payment record or an affidavit signed by the custodial parent attesting to the amount of support owed and has, in non-assistance cases, the custodial parent's current address.
3. We request that OCSE mail Pre-Offset Notices to the obligors. ____ Yes ____ No
____ Mail notices on all cases ____ Mail notices only on new cases

The Paperwork Reduction Act of 1995

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. This information collection is expected to take .4 hours per response. OMB control number: 0970-0161, Expiration date 4/30/2007.

4. The Pre-Offset Notice that we will issue to the obligor meets the requirements set forth in the regulations, or the address information provided for the non-custodial parent for the notice that OCSE will issue has been verified.

I certify that every request for passport denial meets the following requirements:

1. The amount of the arrearage of child support owed by the individual exceeds \$5000.
2. This agency has verified the accuracy of the arrears, has a copy of the order and any modifications, and has a copy of the payment record or an affidavit signed by the custodial parent attesting to the amount of support owed.
3. This agency certifies that the notice we will issue the obligor meets the requirements set forth in section 454(31) of the Act, or that the address information provided for the non-custodial parent for the notice that OCSE will issue has been verified.

Information for Pre-Offset and/or Offset Notice:

OCSE Issues Pre-Offset Notice:

State Return Address/ State Contact Address to be used: _____ Yes _____ No

Local Return Address/ Local Contact Address to be used: _____ Yes _____ No

State Return Address/ Local Contact Address to be used: _____ Yes _____ No

Offset Notice address for all States:

State Contact Address to be used: _____ Yes _____ No

Local Contact Addresses to be used: _____ Yes _____ No

State IV-D Address:

All States must provide a State address, whether or not Local addresses are used.

Telephone Number: (_____) _____ – _____

The Paperwork Reduction Act of 1995

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. This information collection is expected to take .4 hours per response. OMB control number: 0970-0161, Expiration date 4/30/2007.

How long does your State want OCSE to hold new cases from the Pre-Offset Notice date before OCSE forwards the new cases to the Treasury Financial Management Services?

Choose one of the following:

30 days from the Pre-Offset Notice date: _____

45 days from the Pre-Offset Notice date: _____

60 days from the Pre-Offset Notice date: _____

90 days from the Pre-Offset Notice date: _____

Signature of IV-D Director or Designee _____

Agency Contact _____

Agency Contact's Phone Number _____

Agency Contact's E-Mail Address _____

The Paperwork Reduction Act of 1995

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information, unless it displays a currently valid OMB control number. This information collection is expected to take .4 hours per response. OMB control number: 0970-0161, Expiration date 4/30/2007.

I.2 OCSE Pre-Offset Notice

CHILD SUPPORT ENFORCEMENT DIVISION
DEPARTMENT OF REVENUE MS 01550
550 W 7TH AVE 4TH FL
ANCHORAGE AK 99501-6699
INSTATE 800.478.3300

CHILD SUPPORT ENFORCEMENT DIVISION
W 7TH AVE 4TH FL
ANCHORAGE AK 99501-6699
PHONE(S): 907.269.6900

CURRENT DATE

** CONTACT ADDRESS ABOVE **

MR AND/OR MS JOHN DOE
3331 ANYSTREET BLVD
ANYTOWN USA 99999-0123

SSN	CASE NUMBER	LOCAL ID	PAST DUE AMOUNT CLAIMED
992-12-3456	33331Z97RN1	001	\$520 (NON-TANF)

The agency identified above has determined that you owe past-due child and/or spousal support. Our records show that you owe at least the amount shown above. If your case was submitted to the United States Department of the Treasury for collection in the past, this amount is subject to collection at any time by Administrative Offset and/or Federal Tax Refund Offset. If your case has not already been submitted to the United States Department of the Treasury and you do not pay in full within 30 days from the date of this notice, this amount will be referred for collection by Administrative Offset and/or Federal Tax Refund Offset. Under Administrative Offset (31 U.S.C.3716), certain Federal payments that might otherwise be paid to you will be intercepted, either in whole or in part, to pay past-due child and/or spousal support. Under Federal Tax Refund Offset (42 U.S.C.664;26 U.S.C.6402), any Federal income tax refund to which you may be entitled will be intercepted to satisfy your debt.

If you owe arrearages of child support in an amount exceeding \$5,000, the agency identified above will certify your debt to the State Department pursuant to 42 USC 654(31). Once you are certified, the Secretary of State will refuse to issue a passport to you, and may revoke, restrict or limit a passport that was previously issued. The amount of your past-due support will also be reported to consumer reporting agencies.

Your debt will remain subject to collection by Federal Tax Refund Offset and/or Administrative Offset until it is paid in full. Important: If you owe current support, any further arrears accruing due to payments missed may be added to your debt and will be subject to collection by Federal Tax Refund Offset and/or Administrative Offset now or in the future without further notice. To determine additional amounts owed or the total amount past-due which the agency has submitted for collection, you may contact us at the address or phone number listed above.

You have a right to contest our determination that this amount of past-due support is owed, and you may request an administrative review. To request an administrative review you must contact us at the address or phone number listed above within 30 days of the date of this notice. If your support order was not issued in our state, we can conduct the review or, if you prefer, the review can be conducted in the state that issued the support order. If you request, we will contact that state within 10 days after we receive your request and you will be notified of the time and place of your administrative review by the state which issued the order. All requests for administrative review must be made by contacting the agency identified above.

If you are married, filing a joint income tax return, and you incurred this debt separately from your spouse, who has no legal responsibility for the debt and who has income and withholding and/or estimated tax payments, your spouse may be entitled to receive his or her portion of any joint Federal Tax Refund. If your spouse meets these criteria, he or she may receive his or her portion of the joint refund by filing a Form 8379 - Injured Spouse Claim and Allocation. Form 8379 should be attached to the top of the Form 1040 or 1040A when you file, or filed according to other instructions as indicated on the Form 8379.

I.3 FMS Offset Notice

Department of the Treasury
Financial Management Service
P.O. Box 1696
Birmingham, AL 35201-1686

THIS IS NOT A BILL **PLEASE RETAIN FOR YOUR RECORDS**

{Date}

{Name/Address}

Dear {Debtor Name}

As authorized by Federal Law, we applied all or part of your Federal payment to a debt you owe. The government agency (or agencies) collecting your debt is listed below.

AGENCY:
{Creditor Agency Name/phone/address}

TIN Num:
Debt Trace Num:
Acct Num:

Amount this Creditor:

Creditor: Site:

PURPOSE: {Child Support}
Amount: {Amount sent to the Creditor Agency}

The Agency has previously sent notice to you at the last address known to the Agency. That notice explained the amount and type of debt you owe, the rights available to you, and that the Agency intended to collect the debt by intercepting any Federal payments made to you, including tax refunds. **If you believe your payment was reduced in error or have questions about this debt, you must contact the Agency at the address and telephone number shown above.** The U.S. Department of the Treasury's Financial Management Service cannot resolve issues regarding debts with other agencies.

We will forward the money taken from your Federal payment to the Agency to be applied to your debt balance; however, the Agency may not receive the funds for several weeks after the payment date. If you intend to contact the Creditor Agency immediately, please have this notice available.

{Signature}
{Title}
Debt Management Services
(800) 304-3107

PAYMENT SUMMARY

PAYEE NAME:

PAYMENT TYPE:

PAYMENT BEFORE REDUCTION:

PAYMENT DATE:

TOTAL AMOUNT OF THIS REDUCTION:

**PAYING FEDERAL AGENCY {Paying Federal Agency} If the paying agency is IRS tax refund include:
(See Insert on Tax Refund Offsets for Additional Information).**

I.4 Bankruptcy Notification Letter

Not Available for Public Use

I.5 Bankruptcy Dismissal Letter

Not Available for Public Use

I.6 FMS OPM Pre-Offset Notice

DEPARTMENT OF THE TREASURY
FINANCIAL MANAGEMENT SERVICE
P.O. BOX 1686
BIRMINGHAM, AL 35201-1686

ATTENTION: YOUR FEDERAL PAYMENT MAY BE REDUCED
02/01/05

JOHN DOE
U.S. Treasury
Financial Management Service
P.O. Box 2451
Birmingham, AL 35201-2451

Dear JOHN DOE:

Your delinquent debt has been referred from the Creditor Agency referenced below to the U.S. Department of the Treasury for collection by administrative offset. This means that payments due to you from the United States Government can be reduced in order to pay your delinquent debt. This process of offset is authorized by the Debt Collection Act of 1982 and the Debt Collection Improvement Act of 1996.

The Creditor Agency has previously informed you of the amount and nature of this debt and has made demand for payment. You were also notified of the Creditor Agency's intent to collect this debt by administrative offset if you failed to pay your debt, and the rights available to you. Your failure to resolve this debt has resulted in referral of this debt to the Department of the Treasury for administrative offset.

An analysis of OPM records shows that you are scheduled to receive a monthly benefit payment in the estimated net amount of \$1287.05 on 04/01/05. This payment is subject to a reduction of up to 25% of the net payment to pay on your delinquent debt.

An offset will be taken against your 04/01/05 payment unless you contact the Creditor Agency before 04/01/05 and meet their requirements to stop the offset process. You should contact:

ADMIN FOR CHILD SUPPORT ENFORCEMENT
P.O. BOX 9023349
SAN JUAN PR 00902-3349

787-767-1500
Acct Num: 999999999
TIN Num: 999-99-9999

If the delinquent debt amount is greater than the offset amount, additional offsets may be required to satisfy the debt. We will be withholding up to 25% of your OPM payment(s), in addition to any other standard withholdings approved between you and OPM. NOTE: If you receive other Federal payments, they may also be subject to offset to satisfy your delinquent debt.

Sincerely,

Charles A. Wilson

Department of the Treasury, Financial Management Service

(800) 304-3107

Telecommunications Device for the Deaf (TDD) (866) 297-0517

For Official Use Only: 0000000001 0000000009999999900000004444A WRN-OPMJOHNOOOOOI

I.7 Debt Check – SBA Loan Denial Letter



Sacramento LowDoc Loan Processing
Office
501 I Street, Suite 12-200
Sacramento, CA 95814-7307
Phone 916.930.2410
Fax 916.930.2180

October 20, 2004

Re:

Dear

We reviewed the above referenced LowDoc Loan application. We regret to inform you that we were unable to approve the request for financing due to the following:

Lack of reasonable assurance that applicant will comply with the terms of the loan agreement, due to [an outstanding delinquent federal government loan -- a prior loss on a previous federal government financing -- delinquent state child support payments]. Information on your defaulted obligation can be obtained from [Agency contact name and phone number]. By law, SBA cannot approve additional financing until the delinquency or loss is satisfactorily resolved.

You may request reconsideration by SBA after the delinquency or loss is resolved. You should contact the Agency named above to address the matter. Please contact the lender that submitted your loan application so it will know the status of the application.

If you have any questions, please call me at 916.930.2450.

Sincerely,

Frank Pucci
Center Director

CC: File

J. SAMPLE REPORTS

This appendix consists of the Collection Reports and Weekly Update Report that are sent to the States:

- J.1 Federal Offset Collections Technical Content Correspondence (TCC)
- J.2 OCSE Federal Offset Net Check Amount Report
- J.3 Federal Offset Collection Report
- J.4 Statement of Service Fee Report
- J.5 Name Discrepancy Report
- J.6 Federal Offset Fee Reimbursement Technical Content Correspondence
- J.7 Federal Offset Fee Reimbursement Report
- J.8 Weekly Update Report

J.1 Federal Offset Collections Technical Content Correspondence (TCC)

TO ALL FEDERAL OFFSET COORDINATORS

RE: Federal Offset Collections Report for OCSE Cycle XXXX-XX

Dear Coordinators:

Enclosed is the Federal Offset Collections Report for OCSE Cycle XXXX-XX. This report represents Federal Tax Refund and/or administrative offsets, less the current fees of \$\$. \$\$ per Federal tax offset and \$\$. \$\$ per administrative offset, and any adjustments/reversals made during this period for the 1998 through XXXX processing years.

Based on 28,152 offsets, the net collections total for OCSE Cycle XXXX-XX as of February XX, XXXX, is \$40,235,467. The year-to-date total for 30,834 offsets is \$42,300,781. This compares to 31,844 offsets for \$41,172,569 during the same collection cycle last year.

An electronic version of this report, along with additional detailed reports for your state, has been sent to your state via CONNECT:Direct (C:D).

The funds were transferred through the Automated Clearing House (ACH) on February XX, XXXX. If you have any questions regarding the transfer of collections to your state's account, please contact Elvis Davis or Cathy Lin at the Program Support Center. They can be reached at 301.443.9560 or 301.443.3309 respectively.

If you have any questions concerning your state's collections reports, please contact Federal Collections and Enforcement at 202.401.9389, ext. 6, or via email at scollections@acf.hhs.gov.

Sincerely,

Margot Bean
Commissioner
Office of Child Support Enforcement

Enclosure

cc: State IV-D Directors
Regional Program Managers
Executive Staff

J.2 OCSE Federal Offset Net Check Amount Report

OCSE FEDERAL OFFSET NET CHECK AMOUNT REPORT						
FOR XX/XX/XX - XX/XX/XX OCSE CYCLE XXXX-XX						
STATE	OFFSETS	COLLECTIONS	ADJUSTMENTS	ADJUSTMENT AMT	SERVICE FEE	NET CHECK AMT
XX	55	47,284.07	9	9,066.48	409.75	37,807.84
XX	233	190,813.94	34	39,602.80	1,793.20	149,417.94
XX	136	135,059.14	23	21,326.53	1,019.40	112,713.21
XX	183	223,822.42	37	37,170.00	1,392.80	185,259.62
XX	1,936	2,040,634.19	392	392,856.67	14,444.90	1,633,332.62
XX	153	152,283.34	30	32,770.29	1,139.85	118,373.20
XX	153	202,496.21	31	46,669.48	1,175.50	154,651.23
XX	86	37,825.82	10	9,026.82	724.40	28,074.60
XX	33	30,782.01	4	2,136.01	248.95	28,397.05
XX	583	560,252.24	105	115,596.72	4,343.35	440,312.17
XX	391	357,770.52	33	37,203.76	2,912.95	317,653.81
XX	80	54,123.54	27	37,731.43	640.95	15,751.16
XX	164	171,331.01	39	47,559.71	1,234.20	122,537.10
XX	93	90,071.81	7	4,676.40	723.85	84,671.56
XX	405	361,758.07	31	29,322.62	3,116.45	329,319.00
///						
///						
///						
XX	22	11,862.61	4	6,233.35	168.55	5,460.71
XX	82	58,134.71	9	7,132.30	610.90	50,391.51
XX	37	23,468.85	6	9,004.43	283.40	14,181.02
XX	255	239,825.09	32	32,289.03	1,981.90	205,554.16
XX	1,078	1,152,908.52	146	123,505.51	8,031.10	1,021,371.91
XX	70	68,089.42	13	17,868.52	521.50	49,699.40
XX	190	161,876.94	39	30,898.23	1,415.50	129,563.21
XX	7	8,356.94	2	4,214.03	52.15	4,090.76
XX	20	13,450.99	6	5,729.50	149.00	7,572.49
XX	324	327,642.38	51	51,158.69	2,413.80	274,069.89
XX	246	220,778.58	53	54,777.72	1,832.70	164,168.16
XX	72	60,897.80	18	19,171.45	536.40	41,189.95
XX	41	42,659.10	10	10,885.65	314.75	31,458.70
TOTAL	12,178	12,063,217.65	2,044	2,172,013.79	91,375.55	9,799,828.31

J.3 Federal Offset Collection Report

THE OFFICE OF CHILD SUPPORT ENFORCEMENT IS PLEASED TO FORWARD THE FOLLOWING
COLLECTION INFORMATION TO YOU. THE APPROPRIATE SERVICE FEES ARE BEING DEDUCTED
FROM THE TOTAL COLLECTIONS.

STATE: XXXXXXX -----

FOR PERIOD: XX/XX/XX - XX/XX/XX -----

OCSE CYCLE: XXXX-XX TOTAL TANF ADM TAX NON-TANF ADM

TOTAL OFFSETS:		84		50		4		28		2
AMOUNT COLLECTED:		\$91,090.84		\$58,286.01		\$531.12		\$31,637.63		\$600.08
SERVICE FEE:		\$635.10		\$372.50		\$36.00		\$108.60		\$18.00
TOTAL ADJUSTMENTS:		22		16		0		6		0
AMOUNT ADJUSTED:		\$14,815.75		\$12,107.21		\$.00		\$2,708.54		\$.00
NET CHECK AMOUNT:		\$75,639.99		\$45,806.30		\$495.12		\$28,756.49		\$582.08
PY XXXX ADJUSTMENTS:	22	\$14,815.75		\$12,107.21		\$0.00		\$2,708.54		\$0.00
PY XXXX ADJUSTMENTS:	0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
PY XXXX ADJUSTMENTS:	0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
PY XXXX ADJUSTMENTS:	0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00
PY XXXX/PRIOR ADJ. :	0	\$0.00		\$0.00		\$0.00		\$0.00		\$0.00

IF YOU HAVE ANY QUESTIONS, PLEASE CALL FEDERAL
COLLECTIONS AND ENFORCEMENT AT (202) 401-9389.

J.4 Statement of Service Fee Report

DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF CHILD SUPPORT ENFORCEMENT
STATEMENT OF SERVICE FEE

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*****
* NAME OF STATE                      *   FOR PERIOD XX/XX/XX - XX/XX/XX *
* XXXXXXXXXXXXXXXXXXXX              *   OCSE CYCLE XXXX-XX          *
*****
* ORGANIZATION-PROVIDING SERVICE      *   KIND OF SERVICE          *
* OFFICE OF CHILD SUPPORT ENFORCEMENT *   FEDERAL OFFSET           *
*****
* ORGANIZATION                        *
* CHILD SUPPORT ENFORCEMENT          *
* DIV OF SOC SERVICES                *
* XXXXXXXXXXXXXXXXXXXXXXXXXXXX       *
* XXXXXXXXXXXXXXXXXXXXXXXXXXXX       *
* XXXXXXXXXXXXXXXXXXXXXXXXXXXX       *
*****
* DESCRIPTION OF SERVICE FEE          *
* SEE MONTHLY COLLECTION REPORT:      *   XXXXXXXX   OCSE CYCLE XXXX-XX *
*
* 78 CASES TAX OFFSET   $$.$$   EACH   $$$$.$$ *
* 6 CASES ADM OFFSET    $$.$$   EACH   $$$.$$  *
*
* ----- *
* TOTAL DEDUCTED FROM COLLECTIONS      $$$$.$$ *
*
*****
* PLEASE NOTE: IF YOU HAVE ANY QUESTIONS REGARDING THIS SERVICE FEE, *
* REFER TO: OFFICE OF CHILD SUPPORT ENFORCEMENT *
* 370 LENFANT PROMENADE, S.W. *
* WASHINGTON, D.C. 20447 *
* ATTN: FEDERAL COLLECTIONS AND ENFORCEMENT *
* (202) 401-9389 *
*****
* STATEMENT PREPARED : XX/XX/XXXX *
*
* PLEASE KEEP A COPY OF THIS STATEMENT FOR YOUR RECORDS *
*
*****

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J.5 Name Discrepancy Report

OFFICE OF CHILD SUPPORT ENFORCEMENT FEDERAL OFFSET NAME DISCREPANCY REPORT							
STATE XX COLLECTION FOR PERIOD XX/XX/XX - XX/XX/XX OCSE CYCLE XXXX-XX							
<u>SOC-SEC-NO</u>	<u>CASE TYPE</u>	<u>LOCAL</u>	<u>CASE ID</u>	<u>OFF/ADJ</u>	<u>AMOUNT</u>	<u>REPORTED LAST NAME</u>	<u>IRS REPORTED LAST NAME</u>
999-99-9999	N	020	04299739	OFF	\$1,580.00	STEVENS	DOE, JOHN & JANE
999-99-9999	N	020	04107401	OFF	\$371.00	JOHNSON	DRONE, ANTON & TANYA JANE
999-99-9999	A	020	04009341	OFF	\$597.00	PHILLIPS	PRATER, RALPH & RUBY T
999-99-9999	N	020	04327771	OFF	\$3,584.00	LANDER	MOOR, SUSAN C
999-99-9999	A	020	04038470	OFF	\$734.00	HINDSON	CASH, BERNARD
999-99-9999	N	020	04398763	OFF	\$975.00	RINDLER	MARETZ, LARRY & SANDRA
999-99-9999	N	020	04282348	OFF	\$658.00	LAROSA	BUND, ARNON & CARA
999-99-9999	N	020	14283847	OFF	\$2,293.00	ZORTOUCHE	STEED, PARKER & NINA

J.6 Federal Offset Fee Reimbursement Technical Content Correspondence

TO: ALL FEDERAL OFFSET COORDINATORS

RE: Federal Offset Fee Reimbursement for Third Quarter XXXX

Dear Federal Offset Coordinators:

Enclosed is a summary report of Federal Offset Fee Reimbursements (formerly known as “Full Reversal Fee Reimbursement”) for the third quarter of Processing Year (PY) XXXX. An offset fee is reimbursed when 1) a reversal is equal to the original offset amount, 2) multiple partial reversals equal the original offset amount, or 3) the partial reversal(s) plus the offset fee exceeds the original offset amount. The Federal Office of Child Support Enforcement (OCSE) reimburses eligible offset fees to states on a quarterly basis.

The Federal Offset Fee Reimbursement detail report that lists SSN, name, and case ID for each eligible, reimbursed offset fee for your state, was sent to states via CONNECT:Direct on December 6, XXXX. *(Please note that summary data, including your state’s Quarterly Total Disbursement Amount, is now included at the bottom of the report.)* The corresponding service fees were returned by transfer of funds through the Automated Clearing House (ACH) on December XX, XXXX. If you have any questions about this process or the enclosed report, please contact Federal Collections and Enforcement at 202.401.9389 or scollections@acf.hhs.gov.

Thank you for your continued support and cooperation as we work to improve the lives of our nation’s children.

Sincerely,

Donna J. Bonar

Associate Commissioner
For Office of Automation and Program Operations
Office of Child Support Enforcement

Enclosure

cc: State IV-D Directors
Regional Program Managers
ACF Regional Administrators

STATE	CY TAX REV (*1)	CY TAX FEES (*2)	CY ADM REV (*3)	CY ADM FEES (*4)	PY01 TAX REV (*5)	PY01 TAX FEES (*6)	PY01 ADM REV (*7)	PY01 ADM FEES (*8)	PY00 TAX REV (*9)	PY00 TAX FEES (*10)	PY00 ADM REV (*11)	PY00 ADM FEES (*12)	PY99 TAX REV (*13)	PY99 TAX FEES (*14)	PY99 ADM REV (*15)	PY99 ADM FEES (*16)	AMOUNT OWED TO STATES (*17)
XX	29	\$337.85	1	\$13.20	1	\$10.20	0	\$0.00	1	\$8.10	0	\$0.00	0	\$0.00	0	\$0.00	\$369.35
XX	90	\$1,048.50	0	\$0.00	7	\$71.40	0	\$0.00	2	\$16.20	0	\$0.00	0	\$0.00	0	\$0.00	\$1,136.10
XX	79	\$920.35	0	\$0.00	4	\$40.80	0	\$0.00	0	\$0.00	0	\$0.00	1	\$7.45	0	\$0.00	\$968.60
XX	76	\$885.40	0	\$0.00	2	\$20.40	0	\$0.00	0	\$0.00	0	\$0.00	1	\$7.45	0	\$0.00	\$913.25
XX	591	\$6,885.15	3	\$39.60	49	\$499.80	0	\$0.00	13	\$105.30	0	\$0.00	7	\$52.15	0	\$0.00	\$7,582.00
XX	87	\$1,013.55	1	\$13.20	5	\$51.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,077.75
XX	118	\$1,374.70	1	\$13.20	5	\$51.00	0	\$0.00	3	\$24.30	0	\$0.00	0	\$0.00	0	\$0.00	\$1,463.20
XX	12	\$139.80	1	\$13.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$153.00
XX	19	\$221.35	0	\$0.00	2	\$20.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$241.75
XX	33	\$384.45	0	\$0.00	1	\$10.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$394.65
XX	133	\$1,549.45	0	\$0.00	9	\$91.80	0	\$0.00	3	\$24.30	0	\$0.00	1	\$7.45	0	\$0.00	\$1,673.00
XX	8	\$93.20	0	\$0.00	1	\$10.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$103.40
XX	20	\$233.00	0	\$0.00	1	\$10.20	0	\$0.00	3	\$24.30	0	\$0.00	0	\$0.00	0	\$0.00	\$267.50
XX	332	\$3,867.80	0	\$0.00	22	\$224.40	0	\$0.00	6	\$48.60	0	\$0.00	4	\$29.80	0	\$0.00	\$4,170.60
XX	485	\$5,650.25	0	\$0.00	36	\$367.20	0	\$0.00	4	\$32.40	0	\$0.00	2	\$14.90	0	\$0.00	\$6,064.75
/	/																
/	/																
/	/																
XX	36	\$419.40	0	\$0.00	3	\$30.60	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$450.00
XX	18	\$209.70	0	\$0.00	2	\$20.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$230.10
XX	47	\$547.55	0	\$0.00	3	\$30.60	0	\$0.00	3	\$24.30	0	\$0.00	1	\$7.45	0	\$0.00	\$609.90
XX	16	\$186.40	0	\$0.00	1	\$10.20	0	\$0.00	0	\$0.00	0	\$0.00	1	\$7.45	0	\$0.00	\$204.05
XX	106	\$1,234.90	0	\$0.00	11	\$112.20	0	\$0.00	3	\$24.30	0	\$0.00	2	\$14.90	0	\$0.00	\$1,386.30
XX	212	\$2,469.80	0	\$0.00	17	\$173.40	0	\$0.00	6	\$48.60	0	\$0.00	6	\$44.70	0	\$0.00	\$2,736.50
XX	61	\$710.65	0	\$0.00	1	\$10.20	0	\$0.00	2	\$16.20	0	\$0.00	0	\$0.00	0	\$0.00	\$737.05
XX	129	\$1,502.85	0	\$0.00	12	\$122.40	0	\$0.00	1	\$8.10	0	\$0.00	1	\$7.45	0	\$0.00	\$1,640.80
XX	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$0.00
XX	20	\$233.00	0	\$0.00	1	\$10.20	0	\$0.00	1	\$8.10	0	\$0.00	0	\$0.00	0	\$0.00	\$251.30
XX	121	\$1,409.65	1	\$13.20	9	\$91.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$1,514.65
XX	137	\$1,596.05	0	\$0.00	5	\$51.00	0	\$0.00	1	\$8.10	0	\$0.00	0	\$0.00	0	\$0.00	\$1,655.15
XX	110	\$1,281.50	0	\$0.00	2	\$20.40	0	\$0.00	2	\$16.20	0	\$0.00	0	\$0.00	0	\$0.00	\$1,318.10
XX	32	\$372.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	\$372.80
TOTAL	6,284	\$73,208.60	16	\$211.20	381	\$3,886.20	0	\$0.00	87	\$704.70	0	\$0.00	34	\$253.30	0	\$0.00	\$78,264.00

NOTES:

CY = XXXX PROGRAM YEAR; PY01 = XXXX PROGRAM YEAR; PY00 = XXXX PROGRAM YEAR; PY99 = XXXX PROGRAM YEAR

AN OFFSET FEE IS REIMBURSED WHEN 1) A REVERSAL IS EQUAL TO THE ORIGINAL OFFSET AMOUNT, 2) MULTIPLE PARTIAL REVERSALS EQUAL THE ORIGINAL OFFSET AMOUNT, OR 3) THE PARTIAL REVERSAL(S) PLUS THE OFFSET FEE EXCEEDS THE ORIGINAL OFFSET AMOUNT. FEES ARE REIMBURSED FOR REVERSALS ON PY99, PY00, PY01 AND CY OFFSETS ONLY.

- * 1 - NUMBER OF CY OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS.
- * 2 - TOTAL AMOUNT OF CY OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS; \$.\$\$ PER OFFSET.
- * 3 - NUMBER OF CY OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS.
- * 4 - TOTAL AMOUNT OF CY OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS; \$.\$\$ PER OFFSET.
- * 5 - NUMBER OF PY01 OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS.
- * 6 - TOTAL AMOUNT OF PY01 OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS; \$.\$\$ PER OFFSET.
- * 7 - NUMBER OF PY01 OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS.
- * 8 - TOTAL AMOUNT OF PY01 OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS; \$.\$\$ PER OFFSET.
- * 9 - NUMBER OF PY00 OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS.
- *10 - TOTAL AMOUNT OF PY00 OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS; \$.\$\$ PER OFFSET.
- *11 - NUMBER OF PY00 OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS.
- *12 - TOTAL AMOUNT OF PY00 OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS; \$.\$\$ PER OFFSET.
- *13 - NUMBER OF PY99 OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS.
- *14 - TOTAL AMOUNT OF PY99 OFFSET FEE REIMBURSEMENTS FOR TAX OFFSETS; \$.\$\$ PER OFFSET.
- *15 - NUMBER OF PY99 OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS.
- *16 - TOTAL AMOUNT OF PY99 OFFSET FEE REIMBURSEMENTS FOR ADMINISTRATIVE OFFSETS; \$.\$\$ PER OFFSET.
- *17 - TOTAL AMOUNT OWED TO STATES FOR THIRD QUARTER XXXX OFFSET FEE REIMBURSEMENTS.

J.7 Federal Offset Fee Reimbursement Report

DATE: XX/XX/XXXX

OFFICE OF CHILD SUPPORT ENFORCEMENT
FEDERAL OFFSET
FEE REIMBURSEMENT REPORT FOR XX

PAGE 1

SSN	CASE TYPE	CASE ID	NAME	OFFSET YEAR	OFFSET TYPE	FEE AMOUNT
555666771	A	111222333444551	SMITH, JOSEPH	2001	ADM	11.75
555666771	A	111222333444551	SMITH, JOSEPH	2000	TAX	8.10
555666771	N	111222333444551	SMITH, JOSEPH	2002	ADM	13.20
555666771	N	111222333444551	SMITH, JOSEPH	2002	TAX	11.65
655666772	A	111222333444552	JONES, ROBERT	1999	TAX	7.45
SUBTOTAL FOR LOCAL CODE 020			5	52.15		
444555661	A	222333444555662	MITCHELL, JEFFREY	2002	ADM	13.20
644555662	N	222333444555661	PIERCE, DAVID	2001	TAX	10.20
SUBTOTAL FOR LOCAL CODE 023			2	23.40		
333444552	A	21133355577993	JAMES, WALTER	2000	TAX	8.10
733444554	N	11133355577991	MOORE, ANN	2001	ADM	11.75
833444551	A	01122244466671	ANDERSON, WILLIAM	2002	TAX	11.65
SUBTOTAL FOR LOCAL CODE 026			3	31.50		
QUARTERLY TOTAL FOR TAX			6	57.10		
QUARTERLY TOTAL FOR ADM			4	49.90		
QUARTERLY TOTAL DISBURSEMENT			10	107.05		

CURRENT YEAR (CY) = XXXX PROGRAM YEAR; PRIOR YEAR (PY) = XXXX PROGRAM YEAR

A FMS FEE IS ONLY REIMBURSED ON A FULL REVERSAL. A FULL REVERSAL CAN BE ONE REVERSAL EQUALING THE ORIGINAL OFFSET OR MULTIPLE REVERSALS EQUALING THE ORIGINAL OFFSET.

FEEES ARE REIMBURSED FOR ADJUSTMENTS MADE TO PY XXXX AND PY XXXX OFFSETS ONLY.

¹NUMBER OF CY FULL REVERSALS FOR TAX OFFSETS.

²TOTAL AMOUNT OF CY FEE REVERSALS FOR TAX OFFSETS. \$\$.\$\$ PER OFFSET.

³NUMBER OF CY FULL FEE REVERSALS FOR ADMINISTRATIVE OFFSETS.

⁴TOTAL AMOUNT OF CY FEE REVERSALS FOR administrative OFFSETS. \$\$.\$\$ PER OFFSET.

J.8 Weekly Update Report

DATE: XX/XX/XXXX

WEEKLY UPDATE REPORT CASE COUNTS FOR STATE OF XX

	TANF	NON-TANF	TOTAL
STATE RECORDS SUBMITTED BY CERTIFYING STATE	50	100	150
TOTAL STATE RECORDS ACCEPTED	30	50	80
REPORTED BY CERTIFYING STATE	20	50	70
REPORTED NEW CASES ACCEPTED	10	0	10
TOTAL STATE RECORDS REJECTED	20	50	70
REJECTED DELETES FROM CERTIFYING STATE	10	20	30
REJECTED NEW CASES FROM CERTIFYING STATE	0	0	0
REJECTED MODIFYS FROM CERTIFYING STATE	10	10	20
REJECTED TRANSFERS/LOCAL CODE	0	0	0
REJECTED STATE PAYMENTS	0	5	5
REJECTED EXCLUSION INDICATORS	0	5	5
REJECTED CASE ID	0	0	0
REJECTED NAME	0	3	3
REJECTED ADDRESS	0	7	7
ERROR COUNTS			
INVALID SUBMITTING STATE CODE (01)	0	0	0
INVALID SSN (02)	0	0	0
INVALID LAST NAME (03)	0	3	3
INVALID FIRST NAME (04)	0	0	0
INVALID ARREARAGE AMOUNT (05)	10	10	20
CASE ALREADY EXISTS FOR ADD (06)	0	0	0
INVALID TRANSACTION TYPE (07)	0	0	0
DUPLICATE TRANSACTIONS FOR SAME CYCLE (08)	5	0	5
INVALID CASE TYPE INDICATOR (09)	0	0	0
STPMT AMT IS EQUAL TO OCSE CASE MASTER (11)	0	0	0
SSN NOT ON OCSE CASE MASTER FILE (12)	5	20	25
LAST NAME DOES NOT MATCH OCSE LAST NAME (17)	0	0	0
FMS CAN NOT DECREASE DEBT BALANCE OF \$0 (19)	0	0	0
INVALID TRANSFER STATE CODE (23)	0	0	0
INVALID PROCESSING YEAR FOR STATE PAYMNT(26)	0	5	5
INVALID LOCAL CODE (29)	0	0	0

DATE: XX/XX/XXXX

WEEKLY UPDATE REPORT
CASE COUNTS FOR STATE OF XX

	TANF	NON-TANF	TOTAL
INVALID DATE ISSUED (32)	0	0	0
INVALID EXCLUSION INDICATORS (33)	0	5	5
STPMT SUBMITTED/NO OFFSET PAYMENT FOUND (34)	0	0	0
STATE PAYMENT EXCEEDS OFFSET (35)	0	0	0
STATE PAYMENT EXCEEDS OFFSET (35)	0	0	0
CASE WAS PREVIOUSLY DELETED (38)	0	0	0
INVALID TRANSACTION FOR FIDM ONLY CASES (39)	0	0	0
INVALID ADDRESS (40)	0	7	7
TOTAL STATE-WARNINGS	2	4	6
ADDRESS WARNING (47)	2	0	2
NO PON REQUEST FOR MOD TO \$0 (55)	0	1	1
PON REQ INVALID FOR FIDM-ONLY CASE (56)	0	0	0
NO PREV PON DATE FOR PON REQ (57)	0	3	3
PON REQUEST MISSING ADDRESS (58)	0	0	0
PON REQ NOT AVAIL FOR STATE NOTICE(59)	0	0	0
DOLLAR AMOUNTS			
STATE DOLLAR DELETED	\$18,340		

K. PASSPORT LETTERS, FORMS AND INFORMATION

This appendix consists of the following:

- K.1 Passport Denial Letter
- K.2 Emergency Notice of Withdrawal of Passport Denial Form
- K.3 Passport Issuance Tracking Letter

K.1 Passport Denial Letter

**United States Department of State
Portsmouth Consular Center**

National Passport Center
31 Rochester Avenue
Portsmouth, New Hampshire 03801-2900
1-877-487-2778

August 29, 2000

Name

Address

Dear Mr. Name,

This is in reference to the passport application you mailed on August 4, 2000. The Department of State has determined that you are ineligible to receive a passport. This determination is based on Section 51.70(a)(8) of Title 22 of the Code of Federal Regulations and the certification of the Secretary of Health and Human Services that you are in arrears of child support in excess of \$5,000.00.

– Denial of Passports

(a) A passport, except for direct return to the United States, shall not be issued in any case in which:

(8) The applicant has been certified by the Secretary of Health and Human Services as transmitted from a state agency to be in arrears of child support in an amount exceeding \$5,000.00.

Neither this passport agency nor the Department of State has information concerning your child support obligation. A list of state child support enforcement agencies and their phone numbers is attached to this letter for your use.

This decision is not appealable with the Department of State. You may receive a passport once the Secretary of Health and Human Services has certified to the Secretary of State that you have satisfied the child support arrearage.

To Customer: If you have any questions regarding this letter or your passport application, contact the National Passport Information Center at 1-877-487-2778 (TDD/TTY: 1-888-874-7793). Customer Service Representatives are available Monday – Friday, 8:30 a.m. to 5:30 p.m., ET, excluding Federal holidays. Also, for a wealth of passport and travel information, including where to apply, visit us at <http://travel.state.gov>.

This application is denied unless you adequately address the requirements stated above for issuance of a passport. If we do not receive a response within ninety (90) days, your application will be filed without further action.

PLEASE RETURN THIS LETTER WITH YOUR REPLY. THANK YOU.

Sincerely,
Adjudication Section
Enclosure(s): HHS Agency List

To Customer: If you have any questions regarding this letter or your passport application, contact the National Passport Information Center at 1-877-487-2778 (TDD/TTY: 1-888-874-7793). Customer Service Representatives are available Monday – Friday, 8:30 a.m. to 5:30 p.m., ET, excluding Federal holidays. Also, for a wealth of passport and travel information, including where to apply, visit us at <http://travel.state.gov>.

K.2 Emergency Notice of Withdrawal of Passport Denial Form

Not Available for Public Use

K.3 Passport Issuance Tracking Letter

(SAMPLE – USE STATE LETTERHEAD)

PASSPORT ISSUANCE TRACKING

Department of State
Passport Services
Research and Liaison Section
Room 500
1111 19th Street, N.W.
Washington, DC 20524-1705

RE: **NAME:** _____ Date _____
 SSN: _____
 DOB: _____
 SEX: Male/Female
 POB: _____

DATE INFORMATION NEEDED BY:

Provide a brief explanation why this information is needed, such as:

The above named individual owes more than \$_____ in back child support and has a court hearing on _____. Please provide the date the passport was issued to support this court action.

Send the requested information to:

Jane Smith
Child Support Office
2468 Street B, Suite 559
Anywhere, ST 12345

If you need any additional information, you can contact

Authorized Representative, CSE Office

Telephone Number

E-mail Address

Sincerely,

Authorized Representative
Child Support Enforcement Office